

**PRIVATE AND CONFIDENTIAL**

**Application for Employment- Operations Management**

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| **FULL NAME:** |  |
| **POSITION APPLIED FOR:** |  |

Thank you for your interest in Radley College. Please complete **all** sections (including Personal Details and Recruitment of Ex-Offenders declaration) before submitting your application.

Please either complete this form clearly in black ink or electronically. If there is insufficient room in any section please continue on a separate sheet, clearly indicating the relevant section number at the top of the page. We **cannot** accept CVs in support of this application.

If you are short-listed for interview you will be contacted directly by telephone or email. Unsuccessful applicants will be notified by email.

Please return completed applications to The HR Department, Radley College, Abingdon, Oxon OX14 2HR or email to [applications@radley.org.uk](mailto:applications@radley.org.uk).

**If you have any questions regarding the completion of this form, please contact the Head of HR.**

Sarah Ballard

01235 543132

[sarah.ballard@radley.org.uk](mailto:sarah.ballard@radley.org.uk)

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| Prohibition from management |
| The school is also not permitted to employ anyone to work in a management position if they are prohibited *from being involved in the management of an independent school. This applies to the following positions at the school:*   * Warden; * positions on the core management team; * teaching or operational posts which carry a management role.   The declaration in Part 2 of this form therefore asks you to confirm whether you are prohibited from being involved in the management of an independent school. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying is a relevant management role, please contact Sarah Ballard at hr@radley.org.uk.  The school will also carry out a check to determine whether successful applicants for relevant roles are prohibited from involvement in the management of an independent school. |
| Details of online profile |
| In accordance with Keeping Children Safe in Education (KCSIE) guidelines set out by the Department for Education, a background check will be carried out on your online digital presence. For this we use a third-party professional screening partner, SP Index ([www.sp-index.com](http://www.sp-index.com)), experienced in processing personal data for the purpose of such checks.  The scope of the such checks will include all online open-source information, but specifically:   * up to 10 years’ online history; * social and professional networking and media; * blogs and vlogs; * news and media reports; * information displayed publicly online by third parties; * any other relevant open-source information available.     You can find out more about how these checks are carried out and how your personal data will be used at <https://sp-index.com/privacy-policy/> If you have any concerns about the above please contact [hr@radley.org.uk](mailto:hr@radley.org.uk). |

**PART 1**

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| **1. PERSONAL DETAILS** | | | |
| **Title:** | Mr/Mrs/Miss/Dr/Other (please specify) | | |
| **Surname:** | | | |
| **Please list all previous surnames used:** | | | |
| **Forename:** | | **Middle name(s):** | |
| **Current address:**  **Postcode:** | | **Contact Numbers:** Please tick next to which method of contact you would prefer us to use | |
| **Home:** |  |
| **Mobile:** |  |
| **Email:** |  |
| **Date of birth:** | |  | |
| **National Insurance Number:** | |  | |
| **What is your current notice period?** | |  | |
| **Are there any restrictions on you taking up employment in the UK?** YES/NO  **If you have a work permit please provide the expiry date:** | | | |
| **Have you lived outside the UK, for over three months, during the last 5 years?** YES/NO  **If so, you will need to supply a Police Certificate of Good Conduct from that country.** | | | |
| **Do you have a current UK driving licence?** YES/NO | | | |
| **Are you first Aid qualified?** YES/NO  If yes, when did you last complete the training? (MM/YYYY) | | | |
| **Where did you hear about this vacancy?** | | | |

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| **2. EDUCATION AND QUALIFICATIONS** | | | |
| Please list below, in the relevant sections, all the establishments you have attended and any qualifications you have gained there. **It is important that dates show both month and year.** | | | |
| **Secondary school(s) attended** | | | |
| Name and location | Dates attended  From (MM/YY) | To (MM/YY) | Qualifications attained (subject, level, grade) |
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| **College(s) attended** |  |  |  |
| Name and location | Dates attended  From (MM/YY) | To (MM/YY) | Qualifications attained (subject, level, grade) |
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| **Universities attended** |  |  |  |
| Name and location | Dates attended  From (MM/YY) | To (MM/YY) | Qualifications attained (subject, level, grade) |
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| **Membership of professional bodies:** | |  |  |
| **Name of professional body** | **Level** | **Qualification** | **Date Achieved** |
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| **Other courses: Please list below any courses you have attended which are required for the position or are relevant to it (continue on a separate sheet if necessary)** | | | |
| **Name of course, where completed and qualification attained** | | | **Date completed (MM/YY)** |
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| **3. EMPLOYMENT HISTORY** | | | | |
| Please supply a full history in chronological order (with start and end dates, specifying MM/YY) of all employment, self-employment and any periods of unemployment since leaving secondary education. You **must** provide, where appropriate, explanations for **any** periods not in employment, self-employment or further education/training and in each case reasons for leaving employment. Please continue on a separate sheet if necessary. | | | | |
| **Employment dates** | |  |  |  |
| **From (MM/YY)** | **To (MM/YY)** | **Name and address of employer** | **Job title and brief summary of main responsibilities** | **Reason for leaving** |
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| **3. EMPLOYMENT HISTORY (CONTINUED)** | | |  |  |
| **Employment dates (continued)** | |  |  |  |
| **From (MM/YY)** | **To (MM/YY)** | **Name and address of employer** | **Job title and brief summary of main responsibilities** | **Reason for leaving** |
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| **3. EMPLOYMENT HISTORY – GAPS**  If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details. | | | | |
| **Dates** | | **Reason for gap in employment** | | |
| **From (MM/YY)** | **To (MM/YY)** |  |  |  |
| **Please continue on a separate sheet if necessary** | | | | |

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| **4. LEISURE/NON-WORK ACTIVITIES** | |
| Outline particular interests you have outside work. | |
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| **5. EXISTING CONTACTS WITHIN THE SCHOOL** | |
| In accordance with our Equal Opportunities Policy, and to ensure an unbiased selection process, please indicate if you know or are related to any existing employees at the school, and if so, how you know/are related to them. | |
| **Name and position at the school** | **Relationship to you (friend, neighbour, sister)** |
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| **6. SUPPORTING INFORMATION** | |
| Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and attitude to undertake the duties of this post. Continue on a separate sheet if necessary. | |
| **7. REASONS FOR LEAVING YOUR CURRENT ROLE** | |
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| **8. REFEREES** | |
| Please supply the names and contact details of three people we may contact for references. One of these must be your current or most recent employer. . If you have worked with children in the past please include this as one of your referees. Neither referee should be a relative, someone known to you solely as a friend or a Radley employee. The school may take up references from shortlisted candidates prior to interview. The school reserves the right to take up references from any previous employer. If the school receives a factual reference ie one which contains only limited information about you, additional references may be sought. If you have previously worked overseas the school may take up references from your overseas employers. | |
| **Referee 1** |  |
| Name: |  |
| Full address: |  |
| Telephone number: |  |
| Email: |  |
| How do you know this person? |  |
| Occupation: |  |
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| **Referee 2** |  |
| Name: |  |
| Full address: |  |
| Telephone number: |  |
| Email: |  |
| How do you know this person? |  |
| Occupation: |  |

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| **Referee 3** |  |
| Name: |  |
| Full address: |  |
| Telephone number: |  |
| Email: |  |
| How do you know this person? |  |
| Occupation: |  |

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| Have you worked with children during your employment? | YES/NO |
| Have you undertaken volunteer work involving children? | YES/NO |

**All offers of employment are subject to:**

Pre-employment immigration check

Satisfactory medical clearance

References satisfactory to the school

Proof of qualifications relevant to the post

A satisfactory certificate from the Disclosure and Barring Service

Overseas police check(s) where necessary

**I understand that my background checks will include an online check including social media and other sites. I declare that the information I have provided in my application and additional documents is true and complete to the best of my knowledge, and I agree it may be used for the purpose of carrying out such a check.**

**Signed ……………………………………………….. Date ……………………………..**

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**PLEASE CONTINUE TO COMPLETE PART 2**

**PART 2**

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| **PERSONAL INFORMATION** | |
| These sheets will be detached from your application form before the short-listing process and held separately in a confidential file. This information will enable us to record and monitor information in connection with equal opportunities and is necessary to ensure our school complies with its Safer Recruitment obligations, as required of all schools by the Government. | |
| **First name(s)** | **Surname:** |
| **Nationality:** | |
| **Special equipment or adjustments required:** | |
| **Current salary £**  **Please list any other allowances** | |

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| **Previous address(es)** | | | | | | | | |
| If you have been resident at your current address for less than five years, please provide all previous addresses during that period. Please continue on a separate sheet, if necessary. | | | | | | | | |
| **Full address and postcode** |  | | | |  | | | |
| **Resident at this address:** | **From**  MM/YY |  | **To**  MM/YY |  | **From**  MM/YY |  | **To**  MM/YY |  |

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| **DISCLOSURE AND BARRING SERVICES CHECKS, CRIMINAL RECORD AND CHILDREN’S BARRED LIST** |
| Please be aware that the school applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the school which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the school is conditional upon the school being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the school will be handled in accordance with any guidance and / or code of practice published by the DBS.  The school will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the school to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration at the end of this form therefore asks you to confirm whether you are barred from working with children.  The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.  Having a criminal record will not necessarily prevent you from taking up employment with the school. Instead, the school will assess each case on its merits and with reference to the school's objective assessment criteria set out in the school's 'Recruitment procedure'.    Any member of staff, their family (if over 16 and living in school accommodation), volunteer, agency/contract staff working at the school or any other adult coming into regular contact with the children or having unsupervised access to school premises, will not be employed or permitted to live or work on school premises if recruitment checks disclose that they have been convicted of an offence (including ‘spent’ offences) which indicate that they may be unsuitable to work with or have regular contact with children.    Please note that any employer (where children are involved), whom we contact for a reference, will be asked to declare if you have been subject to any substantiated allegations or concerns, as defined by the Department of Education, that have been raised (whether formally or informally) about you relating to the safety and welfare of children and young people, and if so, the outcome. |

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| **Have you been convicted by the courts of any criminal offence?** | YES/NO |
| **Is there any relevant court action pending against you?** | YES/NO |
| **Have you ever received a caution, reprimand or final warning from the police?** | YES/NO |

If answering ‘Yes’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked ‘Confidential’ with your application form.

**DECLARATION**

* I confirm that the information given on this application form is true and correct to the best of my knowledge.
* I confirm that I am not on the Children’s Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body. If false information is provided it will be reported to the regulatory body.
* I confirm that I am not prohibited from being involved in the management of an independent school.
* I understand that providing false information is an offence which could result in my application being rejected or (if false information comes to light after my appointment) summary dismissal, and may amount to a criminal offence.
* I consent to the College processing the information given on this form, including any “sensitive” information, as may be necessary during the recruitment and selection process.

* I consent to the College making direct contact with the people specified as my referees to verify the reference.
* I understand that, if my application is successful, the information provided in this form (together with any attachments) will be retained on my personal file; if my application is unsuccessful, all documentation relating to my application will be destroyed by confidential shredding within 12 months.

**Signed: ………………………………………………………… Date: …………………………………**