

# APPLICATION FORM

# Royal Grammar School Newcastle upon Tyne

**Please type in the grey boxes**

Post you are applying for:

Where did you see this post advertised?

# PERSONAL INFORMATION

Title:       Surname:       Forename(s):

Previous name(s) if any:

Home address:

Postcode:

Contact telephone number:

Contact email:

National Insurance number:

Teacher ref no (if applicable):

Date of recognition as a qualified teacher, QTS (if applicable):

Do you have a clean and current driving licence? Yes  / No

Are you on the DBS Children’s Barred List or disqualified from work with children? Yes  / No

**Note** that this appointment is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates for this role will be asked to make a self-declaration any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or any other information that would make them suitable to work with children.

Are you related to or have a close relationship, with any employee or governor of the RGS? Yes  / No

If yes, please state who and how you know them:

Have you lived or worked outside of the UK for more than three months in the last 10 years? Yes  / No

Are you eligible for employment in the UK Yes  / No

Please provide details:

# EDUCATION AND QUALIFICATIONS

**(Most recent first), please list details of all education and qualifications attained (including secondary education) and training. Please include academic, vocational and professional.**

|  |  |
| --- | --- |
| Dates attended (from/to): | **Education provider:** |
| Qualification attained (subject/grade): |
| Date of award (month/year): |
| Dates attended (from/to): | **Education provider:** |
| Qualification attained (subject/grade): |
| Date of award (month/year): |
| Dates attended (from/to): | **Education provider:** |
| Qualification attained (subject/grade): |
| Date of award (month/year): |
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| Dates attended (from/to): | **Education provider:** |
| Qualification attained (subject/grade): |
| Date of award (month/year): |
| Dates attended (from/to): | **Education provider:** |
| Qualification attained (subject/grade): |
| Date of award (month/year): |

**Please list any training you have undertaken relevant to the position:**

|  |  |
| --- | --- |
| Dates attended (from/to): | **Training provider:** |
| Training course title: |
| Date of completion (month/year): |
| Dates attended (from/to): | **Training provider:** |
| Training course title: |
| Date of completion (month/year): |
| Dates attended (from/to): | **Training provider:** |
| Training course title: |
| Date of completion (month/year): |

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# EMPLOYMENT HISTORY

Please list in chronological order (most recent/current first), details of all employment, self-employment, and unpaid work. Please provide explanations for any periods where not in employment (cross reference with previous education history where necessary).

|  |  |
| --- | --- |
| Dates of employment (from/to): | **Current/most recent employer name:** |
| Job title/responsibility: |
| Reason for leaving: |
| What is your current notice period?: |
| Please state your current full-time (or equivalent) salary including point on scale and any allowances, if relevant: |
| Dates of employment (from/to): | **Employer name:** |
| Job title/responsibility: |
| Reason for leaving: |
| Dates of employment (from/to): | **Employer name:** |
| Job title/responsibility: |
| Reason for leaving: |
| Dates of employment (from/to): | **Employer name:** |
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| Dates of employment (from/to): | **Employer name:** |
| Job title/responsibility: |
| Reason for leaving: |
| Dates of employment (from/to): | **Employer name:** |
| Job title/responsibility: |
| Reason for leaving: |

# REFEREES

Please provide the names of at least two referees who can comment sensibly about your suitability for this post. One must be your current or most recent employer (NB. We reserve the right to contact other people who know you and may be in a position to comment). Internal references will be sought where appropriate.

The school will seek references for all teaching vacancies ahead of interview, one of which must be the individual’s current or most recent employer.

For support roles, it is a requirement for the school to request a reference from your current employer. It is our preference that we request references including one from your current employer before interview. Should you prefer for the school **not** to contact your current employer before an interview, you must supply details of an additional referee who is able to comment on your suitability for the role applied for. We will then contact your current employer at the point of making an offer of employment.

In addition, the school will seek a reference from the relevant employer from the last time you worked with children, if you are not currently working with children in regulated activity.

References must be completed by a senior person with appropriate authority. For teaching roles, this must be the head of a school. For support roles, this should be the employer, HR or senior level manager. Open references will not be accepted.

**Reference 1- Current employer:**

**Name:**

Address:       Post code:

Phone:       Work Email:

Relationship:

Can we approach this referee prior to interview? Yes  / No

**Reference 2:**

**Name:**

Address:       Post code:

Phone:       Work Email:

Relationship:

Can we approach this referee prior to interview? Yes  / No

**Reference 3:**

**Name:**

Address:       Post code:

Phone:       Work Email:

Relationship:

Can we approach this referee prior to interview? Yes  / No

# PERSONAL STATEMENT

Please provide a statement of your personal qualities and experience that you believe are relevant to your suitability for this post and how you feel you meet the person specification:

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.

NOTE: It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body *(e.g., the General Teaching Council for England, or the Teaching Regulation Agency).*

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

**Signature: Date:**

**Data Protection**

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the School’s Privacy Notice.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.



CONTACT DETAILS

**Royal Grammar School**

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[www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk/)