****

**APPLICATION for the post of**

**at**

**RIPON GRAMMAR SCHOOL**

|  |
| --- |
| **Name of applicant:** |

**Completing your application form**

Please complete all parts of this application form electronically in **black** font. The response areas on the form will expand to take more text; you are not limited by the current size.

Only section A will be seen by the selection panel; section B is for monitoring purposes only.

**Please note:**

Please attach a short covering letter(word processed, not hand written), to include your reasons for applying, your relevant experience and why you feel that your experience fulfils the post’s requirements. Please also include the personal and professional qualities you think you would bring to the School. This should be emailed as an attachment to your application form (Word format or Word compatible)to Mrs Patricia Hargraves, P A to the Headmaster, at [hargravesp@ripongrammar.com](mailto:hargravesp@ripongrammar.com) All applications will be acknowledged.

**Section A**

|  |  |  |
| --- | --- | --- |
| **Section 1 - Personal details** | | |
| Title: | Forename(s): | Surname: |
| Postal address:  Telephone and email:  Home:  Mobile:  Work:  May we contact you at work?  Preferred email address: | | Former surname(s): |
| Preferred forename: |
| National Insurance number: |
| DfE number [if applicable]: |
| Date of qualified teacher status (QTS)[if applicable]: |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?  **If yes,** do you require a work permit?  Have you lived and/or worked outside the UK?  **If yes,** please provide outline details (country(ies) and date(s))**:**  **If yes,** do you hold a Certificate of Good Conduct for your time spent abroad?  **If yes,** please provide the date of issue.  **For teachers –** do you hold a letter of professional standing if you have taught overseas? | | |
| Where did you see this vacancy advertised or how were you made aware of this vacancy? | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 2a - School or college education from age 11** | | | | | | | |
| **School(s) or college(s) attended** | **Dates of attendance**  dd/mm/yy | | | **Examination results (A-level or equivalent)** | | | |
| Subject | Result | Year | Awarding body |
|  | From: | | |  |  |  |  |
|  |  |  |  |  |  |  |
| To: | | |  |  |  |  |
|  |  |  |  |  |  |  |
|  | | |  |  |  |  |
|  | From: | | |  |  |  |  |
|  |  |  |  |  |  |  |
| To: | | |  |  |  |  |
|  |  |  |  |  |  |  |
|  | | |  |  |  |  |
| **Section 2b - University education** | | | | | | | |
| **University(ies)**  **attended** | **Dates of attendance**  dd/mm/yy | | | **Degrees (or equivalent)** | | | |
| Degree awarded  (e.g. B.Sc.) | Result | Year | Subject |
|  |  | | |  |  |  |  |
|  |  |  |
| To: | | |
|  |  |  |
|  | From: | | |  |  |  |  |
|  |  |  |
| To: | | |
|  |  |  |
|  | From: | | |  |  |  |  |
|  |  |  |
| To: | | |
|  |  |  |

|  |
| --- |
| **Section 3 - Other professional qualifications and professional development**  **Please provide details, including dates, of any professional qualifications gained or CPD that you have undertaken in the last 3 years which you consider relevant to your application for this post.** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 4 – Current or most recent employment** | | | |
| Current / most recent employer: | | Current / most recent employer’s address:  Tel no:  Email address: | |
| Current / most recent job title: | | | Date started: |
| Brief description of responsibilities: | | | Date employment ended (if applicable): |
| Current salary / salary on leaving: | Do you/did you receive any additional employee benefits?  **If yes**, please provide brief details. | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 5 - Previous employment**  **Please give the most recent first and indicate whether full-time (FT) or part-time (PT).** | | | | | |
| **Dates**  dd/mm/yy | | | **Name and address of employer** | **Position held** | **Reason for leaving** |
|  | | |  |  |  |
|  |  |  |
| To: | | |
|  |  |  |
| FT or PT? | |  |
| From: | | |  |  |  |
|  |  |  |
| To: | | |
|  |  |  |
| FT or PT? | |  |
| From: | | |  |  |  |
|  |  |  |
| To: | | |
|  |  |  |
| FT or PT? | |  |
| From: | | |  |  |  |
|  |  |  |
| To: | | |
|  |  |  |
| FT or PT? | |  |
| From: | | |  |  |  |
|  |  |  |
| To: | | |
|  |  |  |
| FT or PT? | |  |
| From: | | |  |  |  |
|  |  |  |
| To: | | |
|  |  |  |
| FT or PT? | |  |

|  |
| --- |
| **Section 6 - Periods of career break or unemployment**  **Please provide dates and details of all periods of unemployment since leaving secondary education that are not covered in Section 5 above.** |
|  |

|  |
| --- |
| **Section 7 - Other professional and leisure Interests** |
|  |

|  |
| --- |
| **Section 8a – Disciplinary record** |
| Are you subject to any extant disciplinary penalties or do you have any disciplinary procedures pending?  **If yes**, please provide details on a separate sheet and email this as a separate attachment, marked ‘strictly confidential’ with your completed application form. |

|  |
| --- |
| **Section 8b – Child protection and criminal records** |
| Ripon Grammar School is completely committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. The School’s Child Protection policy can be found [here](https://www.ripongrammar.co.uk/documents/Child%20Protection%20Policy.pdf). The offer of appointment will not be confirmed until the school receives enhanced DBS clearance.  Have there been any Child Protection concerns or investigations about you in the past?  **If yes**, please provide details on a separate sheet and email this as a separate attachment marked ‘strictly confidential’ with your completed application form.  Roles at Ripon Grammar School are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered ‘spent’ under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment.  Have you been convicted by the courts of any criminal offence?  Is there any court action pending against you?  **If yes** to either of the above please provide details on a separate sheet and email this as a separate attachment marked ‘strictly confidential’ with your completed application form. |

|  |  |
| --- | --- |
| **Section 9 - References**  **Please supply the names and contact details of two people from whom we may request a reference on your suitability for this post. One of these must be your current or most recent employer. If your current or most recent employment does not or did not involve work with children, then another referee should be from your employer with whom you most recently worked with children. No relative may act as a referee.**  **Please indicate below if we may not contact any one or more of your referees prior to interview.** | |
| **Referee 1** | **Referee 2** |
| Name in full:  Organisation:  Contact address:  Role in the organisation:  Contact telephone number(s):  Email:  May we contact this referee prior to interview?  Yes/No | Name in full:  Organisation:  Contact address:  Role in the organisation:  Contact telephone number(s):  Email  May we contact this referee prior to interview? Yes/No |

|  |
| --- |
| **Statement of recruitment policy** |
| It is Ripon Grammar School’s policy to employ the best qualified staffl and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.  Ripon Grammar School is fully committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment.  If your application is successful, Ripon Grammar School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be destroyed confidentially. |

|  |
| --- |
| Section 10 - Declaration |
| * **I confirm that the information I have given on this application form is true, complete and accurate to the best of my knowledge.** * **I confirm that I am not on any barred list nor am I disqualified from working with children nor am I subject to sanctions imposed by a regulatory body.** * **I have not been prohibited from teaching or disqualified from providing childcare** * **I have not committed any criminal offences overseas** * **I am not known to the police or children’s social care** * **I understand that any offer of employment made by Ripon Grammar School will be conditional on verification of medical fitness.** * **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.** * **I consent to Ripon Grammar School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.** * **I understand that canvassing any member of the governing body or North Yorkshire County Council could lead to my disqualification as a candidate for this post.**     **Signature**  **Date** |

**Section B**

## RIPON GRAMMAR SCHOOL Monitoring Form

Please complete this form electronically in **black** font. This form will be separated from your application upon receipt and will not be available to the recruitment panel when considering selection for interview. Please complete all sections of this form.

**Other than your title, forename and surname your covering letter should not include any of the details requested below***.*

|  |
| --- |
| **Post:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Personal details | | | | | |
| Title: |  | Surname: |  | Forename: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Gender and marital status (please underline) | | | |
| **Are you:** | **Female** | **Male** | **Single / Married / Divorced / in a Civil Partnership** |

|  |  |  |  |
| --- | --- | --- | --- |
| Ethnicity: what is your ethnic group? (please underline) | | | |
| White | British | Irish | Other White background |
| Mixed | White & Black Caribbean | White & Black African | White & Asian |
| Other mixed background |  | |
| Asian or Asian British | Indian | Pakistani | Bangladeshi |
|  | Other Asian background |  | |
| Black or Black British | Caribbean | African | Other Black background |
| Chinese or other ethnic group | Chinese | Other |  |
| **If other ethnic group please specify** | | | |

|  |
| --- |
| Disabilities |
| **Do you consider yourself to have a disability?**  **If ‘yes’**, what is the nature of your disability?  Do you require adjustments or special facilities if invited for interview?  **If ‘yes’**, please provide outline details below  Would you require adjustments or special facilities with aspects of the job if appointed?  **If yes**, please provide outline details below |

|  |  |
| --- | --- |
| Additional information: | |
| Are you related to, or in a relationship with, any person employed at Ripon Grammar School or within North Yorkshire County Council?  If yes, please provide the name(s) and their role/position. |  |
| Do you know of any reasons, on the grounds of mental or physical health, why you should not be able to carry out the responsibilities required by this post? If ‘yes’, please give brief details.(The successful candidate will be required to complete a full medical questionnaire) |  |

|  |
| --- |
| Disclosure of criminal background (please indicate below): |
| I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. I have not been disqualified from working with children, am not named on the DfE barred list and am not subject to any sanctions imposed by any regulatory body.  **I have no convictions, cautions or bind-overs OR**  **I have attached details of any convictions, cautions or bind-overs in a separate email attachment or sealed envelope marked ‘confidential’**. *(This envelope will only be opened in the event that you are shortlisted to attend an interview. The fact of such a conviction will not necessarily debar you from employment but will be taken into consideration by the interview panel.)*  **Ripon Grammar School is completely committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. An enhanced DBS check and satisfactory references will be required on the successful applicant before appointment is confirmed.** |

Under Data Protection legislation, applicants should note that Ripon Grammar School may use information contained within this application for recruitment and HR administration and for equality monitoring. Such use will be subject to the provisions of the Data Protection Act 1998.