**Application Form**

**PRIVATE & CONFIDENTIAL ONCE COMPLETED**

Please complete all parts of the application form in Black Ink or Digitally.

**Post Applied For:**

**How did you find out about this vacancy?**

**CANDIDATE**

|  |  |
| --- | --- |
| Title: Mr / Mrs / Ms / Dr / Other: | Surname: |
| Forenames: |  |
| National Insurance No: | DfE No/Teacher Ref/Nurses Pin (if applicable): |
| Are you currently eligible for employment in the UK: | Date of Birth: |
| Have you ever been known by a different name or changed your name by Deed Poll? | (If yes, please provide details): |
| Home address: | Correspondence address, if different: |
| Contact Number (Home/Mobile): | Contact Number (Home/Mobile – if different): |
| Email: | Have you been referred by a friend?:  (If yes, please include their name) |

**Current Employment (or most recent employment)**

**Yes No**

|  |  |  |
| --- | --- | --- |
| Are you currently employed? |  |  |
| With The Duke of York’s Royal Military School? |  |  |

**CURRENT EMPLOYMENT**

|  |  |
| --- | --- |
| Employer: | |
| Position Held: | |
| Length of Service: | Date of Appointment: |
| Current Salary: | Notice Period: |
| Leaving Date (if applicable): |  |
| Main Duties/Responsibilities: | |

**EDUCATION (with dates)**

|  |
| --- |
| Name of Secondary School: |
| Name of Higher Education Provider: *(E.g., Name/Location of College/University)* |

**Educational Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| Subject (GCSE/A2/AS Level) | Grade | Date | Awarding Body |
|  |  |  |  |
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|  |  |  |  |

**Diplomas/Degrees** (if any):

|  |  |  |
| --- | --- | --- |
| Diploma/Degree | Class | Date |
|  |  |  |
|  |  |  |

**Other Professional Qualifications** (if any):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Qualification | | | | | | Date |
|  | | | | | |  |
|  | | | | | |  |
| Do you have QTS? | Yes |  | No |  |

**PREVIOUS EMPLOYMENT**

Please list your previous employment in date order (since leaving Secondary School), most recent first, **with no gaps unaccounted for.** The Academy may contact all/any employers you have listed below in order to verify the employment details stated. You may continue on a separate sheet if necessary.

**EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Name and Address of Employer | Position held | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**BREAKS IN EMPLOYMENT HISTORY**Where appropriate please provide explanations for any periods not in employment, self-employment or further education, or training – e.g., unemployment, raising family, voluntary work, training etc.

|  |  |
| --- | --- |
| **Dates (from & to)** | **Activities** |
|  |  |

**Work Related Training (significant in last 5 years)**

|  |  |
| --- | --- |
| **Date** | **Course/Training Details including any awards gained** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Additional Information – Please use the space below to support the information provided within your application – outlining how your skills, qualifications and experience relate to the requirements of the post you are applying for.**

*(Please continue on a separate sheet if required).*

**Asylum and Immigration Act 1996**

Under section 15 of the Immigration, Asylum and Nationality Act 2006, employers may be liable for a civil penalty if they employ someone who does not have the right to undertake the work in question. Employers have a duty to prevent illegal working in the UK by carrying out prescribed document checks on people before employing them to ensure they are lawfully allowed to work.  
  
**Do you have the Right to Live and Work in the United Kingdom?**  
  
 Yes  
 No  
  
If appointed, you will be required to produce documentary evidence. For the latest guidelines please check <https://ww.gov.uk/legal-right-work-uk> . This action is taken in compliance with the requirements of the law and it in no way intended to be discriminatory or to prevent those who require a work permit from securing employment.

**Relationship**

Please declare the name of any family or relationship to existing pupils, staff, or governors of the Academy.

|  |  |
| --- | --- |
| Name | Relationship |
|  |  |
|  |  |

**Canvassing directly or indirectly will automatically disqualify you from the recruitment process.**

**Applicants with Disabilities**

DOYRMS will guarantee to interview all disabled applicants who meet the essential criteria for the post for which they are applying. The Equality Act 2010 defines a person is disabled if they have ‘physical or mental impairment’ which has a ‘substantial and long-term adverse effect’ on their ‘ability to carry out day to day activities’.  
  
**Do you consider yourself to be disabled under the Equality Act?** Yes  
 No  
  
**(If yes, please list the adjustments you would request)**

|  |  |
| --- | --- |
| During the Interview Process: |  |
| In carrying out the role for which you are applying: |  |

**Disclosure of Criminal Convictions**

All vacancies with the Academy are subject to Rehabilitations of Offenders Act 1974. The amendment to the Exceptions Order 1975 as amended in 2013 provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be considered. Guidance and criteria of the filtering of these cautions and convictions can be found on the Disclosure and Barring Services website.   
  
Disclosure of a conviction or caution will not necessarily prevent you being appointed. However, we must consider whether the offence is one that would make the candidate unsuitable to work in an organisation which enables access to students.  
  
If shortlisted for a role, please be aware that your suitability to work with children will be explored and a Self-Disclosure form will need to be completed. All successful applicants will be required to give their consent to undertake an Enhanced Disclosure & Barring check. If employed, failure to disclose information could result in dismissal or disciplinary action by DOYRMS.   
  
**Data Protection Act 1998 (2018 update)/General Data Protection Regulation**   
  
Under the Data Protection Act 1998 DOYRMS is obliged to inform you that the data you have provided may be processed and used on a confidential basis for monitoring purposes. Your signature below will be deemed to show that you consent to DOYRMS processing your personal data for specific purposed that may arise.   
  
**General Information**DOYRMS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  
  
Our 'Recruitment, selection and disclosure policy and procedure' (which includes our Policy on the recruitment of ex-offenders'), and 'Child Protection Policy' is available for download from DOYRMS School's website. Please take the time to read them. [www.doyrms.com](http://www.doyrms.com)   
  
If your application is successful, DOYRMS will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome.   
  
Health – Please be aware for positions involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment. If found suitable for post, a Health Declaration form will need to be completed as part of the recruitment process.   
  
**Your Declaration**  
  
I certify that, to the best of my knowledge, the contents of this application form are a true and accurate record. I understand that deliberate omission or falsification would result in the withdrawal of any offer of employment, or my dismissal at any time in the future, possible criminal prosecution.

**Signature: Date:**

**Please return completed this form to the HR Department, The Duke of York’s Royal Military School, Dover, Kent, CT15 5EQ or via email to** [**Recruitment@doyrms.com**](mailto:Recruitment@doyrms.com)

**REFEREES**

Please provide the names of two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.   
  
*Please note references from relatives or known solely as a friend will not be accepted.***Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | Organisation: |
| Job Title: |  | | Capacity in Which Known: |
| Address: |  | | |
| Tel/Mob: | | Email: | |

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | Organisation: |
| Job Title: |  | | Capacity in Which Known: |
| Address: |  | | |
| Tel/Mob: | | Email: | |

**May we contact your references prior to interview?**

Referee 1:   
  
 Yes  
 No  
  
Referee 2:  
  
 Yes  
 No