

Roedean School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment and Selection Policy. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. In order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. Please note that the School may carry out online searches on applicants as part of the shortlisting exercise (see the School's Recruitment, selection and disclosure policy and procedure' for further information).

**The Position** 

Position applied for					
• •					
Reason for applying for this position					
How did you hear about this position?					
Have you applied/worked at Roedean previously?			Yes/No		
If yes, please give details (ie job title and dates)					
Personal Details					
Title					
Forenames					
Preferred Name					
Surname					
Former Name(s)					
Date of Birth					
Address					 
Postcode					 
Phone Numbers	Home				 
	Work				 
	Mobile				 
Email					 
Have you read the Protection Policy?	School's Ch	Id	Yes 🗆	No 🗆	

Eligibility to work in th	e l	JK						
Are you eligible for employment in the UK?			Yes   No					
If you are not a UK passport holder please provide details of your right to work in the UK								
Secondary, Further and Higher Education								
Establishment	Fr	rom mm/yy)	Т	Ō		Qual (i GCSE, BA etc)	e Grade	Subject
Professional, Technica	l or	· Occupa	tia	onal	Traii	nina		
Establishment		From	To				ualificatio	ns Gained
		-						
Teacher Reference Number (if applicable)					NI Nun	nber		
Do you have qualified						*Delete as applicable		
Teacher Status?								
Membership of Profess	ior	nal Instit	tut	tions	or E	Bodies		
Institution								
Re-registration date								
<b>Other Relevant Trainin</b>	g C	Courses	att	tend	ed			

IT	
Teaching applicants please list IT metho	ods/resources you use. Ancillary applicant
please list key software products you are	
Employment History	
	loyment history starting with your curren
	your first employer. If necessary, please
continue on a separate sheet.	, , , , , , , , , , , , , , , , , , , ,
Name of employer (school/company)	
Dates of employment (month & year)	From To
Current/final salary	£
Notice period	_
Position and main duties	
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Reason for changing	
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Dates of employment (month & year)	From To
Position and main duties	
Reason for changing	
reason for changing	
Gaps in work history	
Please give details of any time not	
already accounted for (including	
,	
voluntary work and unemployment)	
Other Details	
Please give details of your interests,	
hobbies or skills - in particular any	
which could be of benefit to the School	
which could be of benefit to the School for the purposes of enriching its extra	
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for the purposes of enriching its extra curricular activity.	
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## References

At least two references are required. One referee must be your current employer or, if you are currently not working, your last employer. Where applicants have worked in schools, the Head of those schools will be contacted. For students, one referee should be from your college. Any previous employer may be contacted where the post involved working with children. 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 (please add these details to Referee 3 section). The School may telephone your referees in order to verify the reference they have provided. The School can only accept references from family members or friends where this is a last resort. If one of your referees is a family member/partner you must make this known to the School.

	Referee 1	Referee 2	Referee 3		
Referees' Name					
Referees' Job Title					
School/					
Company					
Address					
Post Code					
Tel. No					
E-mail					
Relationship to Referee					
It is School policy to take up references prior to interview.					
Please tick the boxes below if you <b>do not</b> wish us to contact your referees prior to interview.					
Re	eferee 1	Referee 2	Referee 3		
I confirm that I am happy for Roedean School to approach the referees listed above (except for those ticked in the boxes above).					

It is the School's policy to employ the best qualified personnel 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, nationality or ethnic origin, sex, sexual orientation, marital or civil partnership status, gender reassignment, religion or religious belief, disability or age. All new appointments are subject to a probationary period (normally six months).

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's Recruitment and Selection and Child Protection Policies are available for download from the School's website. Please take time to read them.

I certify that the information I have provided is true and nothing relevant has been omitted. I understand that providing false information is an offence and may result in the application being rejected or, in the event of employment, result in dismissal or disciplinary action and in either case possible referral to the police.

I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children.

We will use the information you have shared above for recruitment purposes only. If you are appointed, the information will be securely retained on your staff file until 7 years after your employment has ceased. If you are not appointed, the form will be confidentially destroyed within 12 months.

By signing below I consent to Roedean School processing and storing my data in accordance with the General Data Protection Regulation.

Signed	Dated
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Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declarations above.

Website: www.roedean.co.uk Roedean School Roedean Way Brighton BN2 5RQ Registered Charity No. 307063