



ROEDEAN

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 will carry out online searches on shortlisted applicants (see the School's Recruitment and Selection Policy 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)	
Do you have any relatives at Roedean School or any other personal connection with the School in a voluntary or unpaid capacity?	

Personal Details

Title		
Forenames		
Preferred Name		
Surname		
Former Name(s)		
Date of Birth		
Address	 <hr/> <hr/> <hr/> <hr/> <hr/>	
Postcode		
Phone Numbers	Home	
	Work	
	Mobile	
Email		
Have you read the School's Child Protection Policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

IT

Teaching applicants please list IT methods/resources you use. Ancillary applicants please list key software products you are familiar with if applicable to the post.

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Employment History

Please list below full details of your employment history starting with your **current** or **last** employer, working backwards to your first employer. If necessary, please continue on a separate sheet.

Name of employer (school/company)		
Job Title		
Dates of employment (month & year)	From	To
Current/final salary	£	
Notice period		
Position and main duties		
Reason for changing		

Previous Employment (since leaving secondary education. Please continue on a separate sheet if necessary)

Name of employer (school/company)		
Job Title		
Dates of employment (month & year)	From	To
Position and main duties		
Reason for changing		

Name of employer (school/company)		
Job Title		
Dates of employment (month & year)	From	To
Position and main duties		
Reason for changing		

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 **do not** wish us to contact your referees prior to interview.

Referee 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. It is an offence for anyone who is barred from engaging in regulated activity relevant to children to apply for a position at Roedean.

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.

I confirm I am not prohibited from carrying out teaching work (if applying for a teaching role).

I confirm I am not prohibited from being involved in the management of an independent school (if applying for a management role).

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.....

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.