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| **APPLICATION FOR THE POST OF**  **ALUMNI CO-ORDINATOR** |

### Candidate’s Full Name:

**Please return this form together with a covering letter to:**

**Director of People | The Oratory School | Woodcote | Reading RG8 0PJ**

**Alternatively, by email to:** [**recruitment@oratory.co.uk**](mailto:recruitment@oratory.co.uk)

Candidates are asked to fully complete this form even if they attach a Curriculum Vitae

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| **Section 1 – Personal details** | | |
| Title:  Dr/Mr/Mrs/Miss/Ms | Forename(s): | Surname: |
| Former name (s):  (Including maiden name) | | Preferred name: |
| Date of Birth: | | Do you have qualified Teacher status Yes □ No □ |
| Address: | | Are you currently eligible for employment in the UK?  Yes □ No □  Please provide details: |
| Telephone number(s):  Home:  Work:  Mobile:    Email address: | |  |
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| Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of The Oratory School? If so, please provide details. | | |
| Have you read the School's child protection policy? Yes □ No □ | | |
| How did you find this position? | | |

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| **Section 2 – Education**  Please start with the most recent | | | | | |
| **Name of school/college/university** | **Dates of attendance** | **Examinations** | | | |
| Subject | Result | Date | Awarding body |
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| **Section 3 – Other vocational qualifications, skills or training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. |
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| **Section 4 – Employment** | | | |
| Current/most recent employer: | | Current/most recent employer’s 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 employee benefits? If so, please provide details of these. | | |
| Reason for seeking other employment: | | | |
| Please state when you would be available to take up employment if offered: | | | |

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| **Section 5 – Previous employment and/or activities since leaving secondary education.**  Please continue on a separate sheet if necessary | | | |
| **Dates** | **Name and address of**  **employer** | **Position held and/or duties** | **Reason for**  **leaving** |
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| Section 6: Gaps in your employment  If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates. |
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| **Section 7 – Interests**  Please give details of any interests, hobbies or skills that you could bring to he School for the purposes of extra curricular activity |
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| **Section 8 – Suitability**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
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| **Section 9 – Online Searches** |
| Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.  You (and all other candidates) are therefore required to provide the following information as part of your application:   * the social media platforms on which you have accounts; * the account names/handles for all of your social media accounts, including any under a nickname or pseudonym; * any websites you are involved with, in or featured on or named on; and * any other publicly available online information about you of which the School should be made aware.   If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you.  You are not required to provide account passwords or to grant the School access to private social media accounts.  If you are not shortlisted for the role, online searches will not be carried out on you. |
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| Section 10: Prohibition from teaching and prohibition from management. | |
| The School is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so.  For these purposes 'teaching work' includes:   * planning and preparing lessons and courses for pupils; * delivering lessons to pupils; * assessing the development, progress and attainment of pupils; and * reporting on the development, progress and attainment of pupils. * The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.   The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school.  This applies to the following positions at the School:   * Head; * teaching posts on the senior leadership team; * teaching posts which carry a departmental head role; * support staff posts on the senior leadership team; * support staff which carry a departmental head role.   The declaration at Section 14 of this Form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and / or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work or is a relevant management role or involves the provision of 'childcare' please contact the HR Department.  The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. | |
| **Section 11 – References**  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer which for teaching positions should be the Headteacher. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. | |
| **Referee 1** | **Referee 2** |
| Name:  Organisation:    Address:      Occupation:  Telephone number:  Email Address:  May we contact prior to interview?  Yes □ No □ | Name:  Organisation:    Address:      Occupation:  Telephone number:  Email Address:  May we contact prior to interview?  Yes □ No □ |

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| **Section 12 – Recruitment** |
| It is the School's policy to employ the best qualified personnel 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 or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  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, selection and disclosure policy and procedure' (which includes the School's 'Policy on the recruitment of ex-offenders'), and 'Child protection policy is available for download from the School's website. Please take the time to read them.  If your application is successful, the School 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. Please see our Information and Records Retention Policy for information on how long we keep your personal data. This can be found on our website in our GDPR Policy.  How we use your information  Information on how the School uses personal data is set out in the School's Privacy Notice, which can be found on our website. |

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| Section 13: Disclosure and Barring Service checks, criminal record and Children's Barred List. |
| Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.  The School will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration at Section 14 of this Form therefore asks you to confirm whether you are barred from working with children.  The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.  Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's 'Recruitment, selection and disclosure policy and procedure'. |
| **Section 14 – Declaration** |
| * I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children ⬜ * I confirm that I am not prohibited from carrying out 'teaching work' ⬜ (do not tick this box if the role for which you are applying does not involve 'teaching work') * I confirm that I am not prohibited from being involved in the management of an independent school ⬜ (do not tick this box if the role for which you are applying is not a management role) * I confirm that I have provided details of all my online profiles (including social media accounts under nicknames and / or pseudonyms) and I have not knowingly withheld any information. ⬜ * I confirm that the information I have given on this application form is true and correct to the best of my knowledge ⬜ * I understand that providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence ⬜   Signature ………………………………………………………………. Date ……………………….. |