

Salutation (Mr, Mrs, Ms, Dr) & initials

Surname (in block capitals)



ALDRO

Application Form for

A response is required in all the boxes on the form - they will 'expand' if required.

When completed, please e-mail to the Bursar (Mrs Victoria Smith)

Email: bursar@aldro.org

*Aldro is committed to safeguarding and promoting the welfare of children.
Applicants must be willing to undergo child protection screening appropriate to the post,
including checks with past employers and the Disclosure and Barring Service.*

Personal

Full Name:	
Name by which you like to be known:	Former surnames:
Current address:	
E-mail address: Preferred method of contact:	Mobile Number: Home Telephone Number:
Date of Birth:	Marital Status:
Are you legally eligible for employment in the UK? Yes / No	
Do you have any long-term disability/illness? <i>Please give details</i>	
Will you need any adaptations to enable you to perform the role? <i>Please give details</i>	
Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of Aldro? Yes / No. If Yes, please provide details:	

Education and Academic Qualifications

Secondary 16+ <i>(GCSE/O-level grades are not required from applicants for teaching posts)</i>		
Dates	School or College	Subject and Grades
Higher Education		
Dates	University or College	Subject (s) and grades /degree class
Further Postgraduate Qualifications (including PGCE)		
Dates	University or College	Subject (s) and grades /degree class
Membership of Professional Organisations and other expertise/experience in Education		

Employment and Career History

Please supply, in chronological order (most recent first), employment, self-employment and any periods of unemployment since the age of sixteen (there should be no gaps in the dates). Please give in each case the reasons for leaving each employment. Please provide, where appropriate, explanations for any periods not in employment, self-employment, training or further/higher education. For any teaching posts held, please give information about age range, subject(s) taught and the title of any posts held.

Present Employment			
Date started (month/year)	Post(s) held	School Details	
N.I. Number:		Current total gross annual salary: Please give details of any responsibility payment, allowances, London weighting or equivalent included in your gross salary:	
DfE reference Number:			
How much notice do you have to give your current employer?			
Previous Employment / Career details (please start with most recent)			
Dates (month/year)	Post(s) held	Employer	Reason for Leaving

Professional Development and Training

Please give details of any relevant training/courses you have undertaken in the last three years.

Date (month/year)	Course title or description	Course provider

Interests, Hobbies and Activities

Please give information about any interests, hobbies or activities in which you are involved. **Please indicate any activities that you would like to offer as your extra-curricular contribution (including Games) and indicate standard, where appropriate.**

Personal Statement

Please state why you are applying for this post and say what particular attributes, qualities or special areas of interest or expertise that demonstrate your suitability for the role against the criteria detailed in the person specification. Please give details of any achievements in your previous roles and any further details to support your application.

Health

In accordance with the guidance published by the DfE, schools must verify a candidate's mental and physical fitness to carry out their work responsibilities. Any offer of employment made by the School will be conditional upon the School verifying the successful applicant's medical fitness for the role. Applicants are therefore asked to complete the declaration below.

I declare that I know of no reason on grounds of mental or physical health why I should not be able to discharge the duties of the advertised role.	YES / NO
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If your application is successful, you will be required to complete a medical questionnaire and responses will be assessed by the School's medical adviser. There may be circumstances when it will be necessary for a medical adviser to seek access to your medical records and/or for you to be referred to a specialist clinician.

Safeguarding

Aldro is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The Schools recruitment procedure includes the checks required in the safer recruitment section of "Keeping Children Safe in Education" (DfE 2020).

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the DBS which the School considers to be satisfactory. If you are successful in your application you will be required to complete an enhanced Disclosure and Barring Service check. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service.

The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered "protected". This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Y/N

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

Y/N

As part of our selection process short-listed candidates should expect us to seek to clarify any anomalies or discrepancies in the information provided by them or arising from their references. The interview process will explore candidates' suitability for working with children and their previous experience in such roles.

Have you enclosed a confidential statement?	YES / NO
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References

Please supply (on page 9 of this document) 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. 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.

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 age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. All new posts within the School are subject to a probationary period.

In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. A copy of our Child Protection Policy is available on the School's website.

If your application is successful, the 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 normally be confidentially destroyed after six months.

The School's Safer Recruitment Policy and Procedures will be available to all candidates requesting further details and an application form.

Declaration

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on List 99, ISA Children's Barred List, the ISA Vulnerable Adults Barred List or disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information or withholding material 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 the School making direct contact with the people specified as my referees to verify the reference.
- I understand that any offer of employment made by the school will be conditional on verification of medical fitness, enhanced disclosure and satisfactory references.

Signature:	Date:
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If you are sending this form via email then you should note that, in the absence of a signature, the e-mailing of this application constitutes your personal certification that the details are correct.

I consent to the school collecting, storing, processing and disclosing the “Personal data” including “sensitive personal data” provided on this form, for the time period stipulated in the School’s Privacy Policy. This data will be used for the purposes of safeguarding the legitimate interests of the School and ensuring that all relevant legal obligations of the school and ourselves are complied with. I give my/our consent to such processing and disclosure provided that at all times any processing or disclosure of personal data or sensitive personal data is done lawfully and fairly. Please refer for further information to the School’s Privacy Policy. Aldro is registered under the DP act No.Z6440737

Please let us know if you do not wish us to share your information with relevant organisations but also be aware that we might have a legal obligation to share the information you have supplied to us with other organisations.

Please ensure that you have filled in the section on referees on the next page.

Referees

Please give the contact details of two referees (this should include your last two employers). One referee **must** be your current or most recent employer. Where you are not currently working with children but have done so recently, one referee **must** be from the employer by whom you were most recently employed in work with children. You must list every employer in the last two years where the job involved working with children.

Please note:

- References will not be accepted from relatives or from referees writing solely in the capacity of friends.
- Referees may be contacted by telephone and will be invited to submit confidential written references.
- Please state in what capacity you know the candidate, eg line manager, employer, previous employer.

First Referee

Name			
Job Title			
Address			
			Post Code
Email			
Telephone Numbers			

Second Referee

Name			
Job Title			
Address			
			Post Code
Email			
Telephone Numbers			

Third Referee *(if required)*

Name			
Job Title			
Address			
			Post Code
Email			
Telephone Numbers			