



Reading School Confidential: Application Form – Associate Staff

All applicants must complete an application form in order to be considered for shortlisting. All sections of the form should be completed. Please enter n/a in any sections which are not applicable. Applicants are referred to Reading School's [GDPR Privacy Notice](#) and [Data Policy](#) for further information about our privacy obligations in relation to this application. Applicants can also find full details of our Safer Recruitment process in our [Safeguarding – Staff Recruitment Policy](#).

Post Applied For

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Personal Details

Title			
Forename(s)			
Surname			
Please provide details of any name(s) that you have used previously and provide the reason for the name change. E.g. marriage, divorce, deed poll.			
Full Address (including postcode)		Home Tel.	
		Work Tel.	
		Mobile Tel.	
Email Address			
Social Media Handles / Usernames	LinkedIn		
	Facebook		
	Instagram		
	Tik Tok		
	Other		
	Other		
National Insurance Number			

Membership of Professional Bodies

Name of Body	Grade (if appropriate)

Current / Most Recent Employment

Employer's Name	
Employer's Address	
Position Held	
Grade/Salary	
Date Started	
Period of Notice	

Description of Duties / Responsibilities

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Previous Employment

Chronologically listed with most recent post first, including exact dates of employment where possible. You must include all previous employment since leaving school, including temporary roles and voluntary work. Please provide details as to the reason for any break in employment. You may send a separate CV if there is not enough space on the form.

Employer's Name and Address	Dates (from/to)	Position	Reason for Leaving
Have all gaps in employment/activity been accounted for? Yes / No			
If NO, please provide further details:			

Education (Secondary School and Further / Higher Education)

School/Institution(s) Attended	Dates	Qualifications Gained

Please include details of any higher degrees in this section.

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Professional Training

Please include details of initial training and any relevant continuing professional development.

Institution Attended	Course	Date

Teacher Training

While this application is for an Associate Staff role, if you have previously qualified as a teacher, we will undertake relevant checks with the Department for Education to ensure your suitability to work with children. If you have previously qualified as a teacher or partially completed teacher training, please provide further details.

Do you have QTS?	Yes / No	DfES Number:	
Further details (e.g. institution attended, progress through training):			

Personal Statement

Describe why you would like to work at Reading School and what qualities you think you can bring to the school, not only in the job for which you are applying but also by becoming a member of the team.

Experience and other relevant information

Describe a project that you have undertaken either at your place of work or elsewhere in the last 12 months. To what extent did it fulfil your original objectives? How did it fail to achieve your original objectives?

If you are unable to provide a specific example, please provide any additional information that you feel may be relevant to the role you are applying for.

Interests (for example, hobbies, sports, voluntary work)

Consent to Obtain References

Reading School strives to create a culture of safer recruitment and adopts a recruitment process that helps identify the most appropriate people for the job. All job applicants will be required to provide consent to obtain references from their current and/or previous employers. This will enable us to obtain objective and factual information to support a decision to appoint to the role advertised.

All information received will be reviewed and compared with the information contained within your application form with the intention that questions will be asked during interview if there are any discrepancies.

Your consent

- To ensure compliance with the General Data Protection Regulation (GDPR), this section of the application form provides you with the purpose for which Reading School is requesting consent to collect and process data received from your nominated referees.
- Reading School collects and processes your personal data received by your referees:
 - As part of the recruitment process in relation to the role you are applying for.
 - To ensure the school is complying with its legal obligations in relation to safer recruitment checks.
 - To ensure you are suitable for the role.
 - To enter into an employment contract with you, should you be successful.
 - To ensure a fair recruitment process has taken place.
- Information provided by your referees may be shared internally with other members of staff involved in the recruitment process in order for them to perform their roles. This can include sharing personal data with the senior leadership team, governors, trustees and HR. We will not share information about you with any other third parties unless the law or our policies allows us.
- If your application is successful, any information provided by your nominated referees will become part of your personnel file, which will be retained during your employment and in accordance with the school's data retention policy.
- If your application is unsuccessful, any information provided by your nominated referees will be destroyed in accordance with the school's data retention policy.
- A copy of this form will be retained as evidence that Reading School has obtained your consent.
- You have the right to withdraw your consent to Reading School requesting a reference from your nominated referee/s.

Signed declaration

I confirm that I have read and understood the contents of this form.

I consent to you contacting my referees in order to provide references and to send a copy of this form as proof of my consent for the referee(s) to process my data in order to provide a reference.

I agree to the collection and processing of my data received from my nominated referees as described above.

Signature		Date	
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Referees

Please give names, addresses and occupations of two referees, one of whom should be your present or most recent employer. Safeguarding guidelines look to references being obtained before interview and certainly before confirmation of appointment so it is recommended that objection to referees being contacted is not generally withheld. Current or previous employers will be asked about disciplinary offences relating to children and any child protection concerns. Where possible, both references should be professional / employment references.

Referee 1

Name	
Address	
Telephone	
Email Address	
Occupation	

Do you object to this referee being contacted before interview?

Yes / No

Referee 2

Name	
Address	
Telephone	
Email Address	
Occupation	

Do you object to this referee being contacted before interview?

Yes / No

Safer Recruitment

As part of our duty to safeguard pupils we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for. If you are shortlisted for interview, you will be asked to complete a safer recruitment declaration form providing relevant information about convictions, cautions and other relevant information to ensure you are suitable to work with children.

Note: you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you're not sure whether one of your convictions is 'protected', you can [check here](#).

If you accidentally provide information about 'protected' convictions or cautions, we won't take this into account.

If you are successfully appointed to the role, an enhanced check with the disclosure and barring service (DBS) will be carried out.

Self-Declaration

I confirm that the information above is accurate to the best of my knowledge, and that I will make the school aware of any changes in my circumstances that may affect the answers I've provided above, or my suitability for the post.

I understand that I will be asked to complete a Safer Recruitment Declaration form at interview providing relevant information about my suitability to work with children.

I understand that, if I am shortlisted for interview, that as part of your Safer Recruitment Policy Reading School will undertake online searches in line with the DfE Keeping Children Safe in Education 2022 and I consent to the school doing so.

If I am appointed, I understand that any omission or any inaccurate information that I have supplied could lead to the offer of employment being withdrawn or even to dismissal.

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.

Signed

Date

If you have a disability please tell us about any adjustments we may need to make to assist you at interview. If you are invited for interview the panel will be made aware that you have declared a disability, and will explore this further with you in the context of assessing any required adjustments.

Please can you let us know where you saw this position advertised:

Please return this completed application in an envelope marked:

Confidential: FAO The Headmaster, Reading School, Erleigh Road, Reading, Berkshire, RG1 5LW

Or via email to hr@reading-school.co.uk

We would be grateful if you would consider completing our Equal Opportunities Monitoring Form, which can be accessed by clicking [here](#).