



Confidential

Application Form

Please complete using black ink or typescript

Post applied for:

How did you hear about this post?

Personal details

Last Name: Previous Surname:

First Names: Title:

Date of Birth: National Insurance No:

Contact/Address:

.....

Telephone number(s) :

E-mail address:

Are you currently eligible for employment in the UK?

Teacher's RP number (if applicable):

Do you have Qualified Teacher status?

Employment details (Current/Last Employment)

Date(s) of employment DD/MM/YYYY	Employer's name and address	Position Held	Reason for leaving	Salary

Main responsibilities

Previous employment details (list in descending date order. Include voluntary or unpaid work undertaken. **Explain any breaks in employment**)

Date(s) of employment DD/MM/YYYY	Employer's name and address	Position Held	Reason for leaving	Salary

Please continue on a separate page if necessary

Educational details *(state most recent first)*

Dates (mm/yy)	Name and location of School / College / Polytechnic or University	Examinations taken	Grade obtained

Vocational and non vocational training

Dates (mm/yy)	Course title	Duration

Membership of Technical or Professional Organisations

Dates (mm/yy)	Grade of membership	Name of Institute / Professional organisation

Further information

Are you related to any existing employers or employees? Yes / No

Do you hold a current driving licence: Yes / No

Do you have any licence endorsements? Yes / No

Do you possess or have use of a car? Yes / No

Do you have any experience of working with children? * Yes / No

*If 'YES', please state experience below. (Do not answer this question if you are applying for a job that does not require you to work directly with children)

.....
.....
.....
.....

What are your current commitments?

.....
.....
.....
.....

Please state when you would be available to take employment if offered:

.....

Health

In accordance with the guidance published by the DCSF any offer of employment made by the school will be conditional upon the school verifying the successful applicant's medical fitness for the role. There may be circumstances when it will be necessary for the school to seek access to your medical records and/or for you to be referred to a specialist clinician.

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

An offer of employment is conditional upon the school receiving an Enhanced Disclosure from the Disclosure and Barring Service which the school considers to be satisfactory. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS (a copy of which is available from the School on request).

The school is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Each case will be assessed fairly by reference to the school’s objective assessment procedure.

Have you been convicted by the courts of any criminal offence? YES / NO

Is there any relevant court action pending against you? YES / NO

Have you ever received a caution, reprimand or final warning from the police? YES / NO

If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application.

Referees

Please provide details of two employer referees one of which must be your current/last employer. If candidates are shortlisted for interview, then we will be requesting references prior to the interview.

Reference 1 (Current/Last Employer)	Reference 2
Company:	Company:
Name:	Name:
Position:	Position:
Address:	Address:
.....
.....
Tel no:	Tel no:
Email:	Email:
Website:	Website:
Do you give us permission to write to your current employer? If not please provide details of a third referee who we can contact. YES / NO	

Supplementary information in support of your application

Please provide any other information you consider relevant including your reason for applying for the post and why you consider yourself to be suitable for the post.

Please continue on a separate sheet if necessary

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 the Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.

I understand that providing false 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 processing the information given on this form including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature: Date:

Mary Hare
Registered charity number 1048386 Registered company 3085006
Registered address: Arlington Manor, Snelsmore Common, Newbury, Berkshire, RG14 3BQ.



Securing the future of deaf children and young people

SAFEGUARDING STATEMENT

September 2020

Mary Hare School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, having regard to statutory guidance Keeping Children Safe in Education 2020 and adhering to the school's Code of Conduct.

All staff are kept informed of safeguarding and child protection responsibilities and procedures through induction, briefings and awareness training. The school Child Protection policy is reviewed yearly and is published on our website (paper copies available on request).

Concerned about a child?

Any member of staff who has a concern or receives a disclosure about a pupil should discuss it immediately with the Designated Safeguarding Lead, Robin Askew, or in his absence, Deputy Designated Safeguarding Lead, Charlie Hadley (Wellbeing Coordinator), or Louise Osborn (Joint Head of Care) or Emma Kennett (Head of Performing Arts). Alternatively, you can contact any of our wider Safeguarding Team who are listed in the Safeguarding Policy.

Concerned about a member of staff?

Any member of staff should feel able to raise a concern about the practice, procedures, or potential failure of the school to safeguard children. If you have a concern about another member of staff then this should be referred to the Principal, Peter Gale. Where there are concerns about the Principal this should be referred to the Chair of Governors, Andrew Strivens.

Further guidance can be found in our Safeguarding Policy and Whistleblowing Policy, available on our website:

<https://www.maryhare.org.uk/about-us/policies>

“Safeguarding and promoting the welfare of our pupils is everyone’s responsibility.”

- Robin Askew, DSL



Robin Askew - DSL



Emma Kennett— Deputy DSL



Charlie Hadley— Deputy DSL



Louise Osborn - Deputy DSL



Securing the future of deaf children and young people

Equal opportunities monitoring form

This information will be separated from your application form upon receipt. It is not part of your application and will not be used in any part of the selection process. Mary Hare strives to be an equal opportunities employer and has a clear policy in terms of challenging discriminatory practices. In order to have accurate information about our performance we would be grateful if you would complete this monitoring form and return it with your application form. The information will be stored anonymously and confidentially.

Post applied for:

1	Ethnicity (please use x to mark your answer)	
	Asian or Asian British	Mixed
	Bangladeshi	White and Black Caribbean
	Indian	White and Black African
	Pakistani	White and Asian
	Any other Asian background (please specify)	Any other mixed background (please specify)
	Black or Black British	White
	African	British
	Caribbean	Irish
	Any other black background (please specify)	Any other white background (please specify)
	Chinese	Other ethnic group
	Chinese	Other ethnic group (please specify)
	If you would like to further describe your ethnicity, please do so here:	
	If you would prefer not to give your ethnicity, please put x in the box	

2	Age			
	16 - 24 years		49 - 56 years	
	25 - 33 years		57 - 65 years	
	34 - 40 years		66 - 70 years	
	41 - 48 years		Over 70 years	
	If you would prefer not to say please put x in the box			
3	Religion and belief			
	Christian		Buddhist	
	Hindu		Jewish	
	Muslim		Sikh	
	No religion		Other	
	If you would prefer not to say please put x in the box			
4	Gender – how would you describe your gender?			
	Male		Female	
	If you would prefer to use your own term please provide it here			
	If you would prefer not to say please put x in the box			
5	Gender identity - is your gender identity the same as the gender you were assigned at birth?			
	Yes		No	
	If you would prefer not to say please put x in the box			
6	Sexual orientation			
	Heterosexual		Gay man	
	Gay woman/lesbian		Bisexual	
	If you would prefer not to say please put x in the box			
7	Do you consider yourself to be a person with a disability? Under the Equality Act 2010 a person is classified as disabled if they have a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities.			
	Yes		No	
	If you would prefer not to say please put x in the box			

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