**For HR use only:**

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| **Applicant Ref:** |  |
| **Date Received:** |  |
| **Hiring Manager:** |  |

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**SUPPLEMENT TO THE APPLICATION FORM**

The information contained in this form will be held separately by the HR Department in a confidential file and should be submitted along with a fully completed Application Form. This information is necessary to ensure our School complies with our Safer Recruitment obligations. Information in **Section 1**, which is necessary to progress your application, will be released to those making the recruitment decision, if your application has been shortlisted for interview. The information in **Section 2** may only be released to those responsible for making the recruitment appointment after the final selection process has been completed, and only if needed for safeguarding purposes. Information in **Sections 3-4** are retained by HR and not shared.

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| **Role applied for:** *(compulsory)* |  |

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| **1. Your Details** | | |
| First Name: | Surname: | |
| Middle name(s): | Previous Surname(s): | |
| Title: Dr / Mr / Mrs / Miss / Other: | Date of birth: | |
| Current address: | NI Number: | |
| Telephone: | |
| Mobile: | |
| Personal Email: | |
| Postcode: | Current Salary: | |
| Are there any restrictions on your taking up employment in the UK? | | YES / NO |
| Have you lived or worked outside the UK? | | YES / NO |
| Are you related to, or do you maintain a close relationship with a pupil, an existing employee, volunteer, or Governor of the School? | | YES / NO |
| If you have answered YES to any of the above, please provide details: | | |

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| Previous addresses: | | | |
| If you have been resident at your current address for less than five years, please provide all previous addresses during the last five years. Please continue on a separate sheet if necessary. | | | |
| Full address and postcode | | Full address and postcode | |
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| From: | To: | From: | To: |
| Full address and postcode | | Full address and postcode | |
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| From: | To: | From: | To: |

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| **2. Details of Criminal Convictions** | | | |
| Any offer of employment is conditional upon the School obtaining an Enhanced Disclosure from the Disclosure and Barring Service (DBS), which the School considers to be satisfactory. The School uses an online Registered Body with the Disclosure and Barring Service (DBS) for the purposes of obtaining access to criminal record checks for employment and voluntary appointments which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. Please refer to our Recruitment and Compliance Checks Policy for more details.  The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and cautions, (including those which would normally be considered as “spent” under the Act) must be declared. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it is ‘protected’ and has been filtered in accordance with the DBS filtering rules and can therefore not be taken in to account as part of the recruitment process.  Guidance and criteria on the filtering of these cautions and convictions can be found in the School’s DBS Disclosure Policy and/ or on the DBS website at [**https://www.gov.uk/government/news/disclosure-and-barring-service-filtering**](https://www.gov.uk/government/news/disclosure-and-barring-service-filtering). If you have a criminal record this will not automatically debar you from employment; each case will be fairly and objectively assessed by the School in relation to the nature of the employment applied for, and the nature of the offence concerned. Please note that any employer being contacted for a reference, will be asked to declare if you have been subject to any substantiated allegations or concerns, as defined by the Department for Education, that have been raised (whether formally or informally) about you relating to the safety and welfare of children and young people, and if so, the outcome. | | | |
| Have you ever received any convictions or cautions for any criminal offence whether in the United Kingdom or in another country that are not “protected” and subject to the DBS Filtering rules? | |  | |
| Is there any relevant court action pending against you? | |  | |
| Do you have any endorsements on your driving licence? If yes, please note details will need to be provided as requested below. | |  | |
| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (TRA), any equivalent body in the UK or a regulator of the teaching profession in any other country? | |  | |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002? | |  | |
| Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? | |  | |
| **If you have answered "Yes" to any of the questions please provide details below, or on a separate document marked “confidential”.** | | | |
| **3. Declaration** | | |
| * I declare that the information given on this Supplement to the Application Form is true and correct, to the best of my knowledge. * 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 confirm that I am not on the Children’s Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body. * I confirm that, to the best of my knowledge, I am not disqualified from working in early years’ provision or later years’ provision with children under the age of eight. * I understand that if my application is successful the information provided in this form (together with any attachments) will be retained on my personal file, in line with the School’s [Staff](https://www.oundleschool.org.uk/wp-content/uploads/2022/09/Privacy-Notice-for-Applicants-Sept-2022.pdf) Privacy Notice (a copy of which will can be accessed from the Staff Handbook, once employment begins). If my application is unsuccessful, all documentation relating to my application will be confidentially destroyed after 6 months, as per the School’s [Applicant Privacy Notice](https://www.oundleschool.org.uk/wp-content/uploads/2022/09/Privacy-Notice-for-Applicants-Sept-2022.pdf). | | |
| Signature & Printed Name: | Date: | |

*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 declaration above. If submitting electronically, you must type your name in to the signature box.*

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| **4. Equal Opportunity Monitoring** | |
| The Corporation of Oundle School is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.  Our recruitment selection criteria and procedures (including the areas or media sources which are used in the recruitment process) are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.  We would like to use your data to ensure that this policy is fully and fairly implemented. We will use your data to compile statistics on the representation amongst our staff of the categories listed. To use this information, we need your consent. Signing in the space below will indicate that you consent to your data being used for the purposes stated. You may withdraw your consent at any time by contacting Data Protection Compliance Manager, Oundle School, Church Street  Oundle, Peterborough, PE8 4EE or bursar@oundleschool.org.uk. Completion of this form is optional. Any responses you give will assist us in our commitment to equality, diversity and inclusion in the workplace. Your responses will be kept strictly confidential and will not be used in any decisions affecting you. | |
| Signature & Printed Name: | Date: |

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| Please provide the following information: | |
| Do you consider yourself to have a disability or health condition? | Yes  No  Prefer not to say |
| What is the effect or impact of your disability or health condition on your work? |  |
| *The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with Human Resources or the manager running the recruitment process.* | |
| Which of the following best describes your gender? | Male  Female  Other  Prefer not to say  Option of other gender, please add here: |
| Is the gender you identify with the same as your gender registered at birth? | Yes  No  Prefer not to say |
| Which of the following best describes your sexual orientation? | Heterosexual  Gay  Lesbian  Bisexual  Other  Prefer not to say  Option of other, please add here: |
| What is your Nationality? |  |
| What is your ethnicity?  *Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.* | Asian or Asian British  Bangladeshi  Chinese  Indian  Pakistani  Other Asian background – please add here:  Black, African, Caribbean or Black British  African  Caribbean  Other Black, African or Caribbean background – please add here:  Mixed or Multiple ethnic groups  White and Black African  White and Black Caribbean  White and Asian  Other Mixed or Multiple Ethnic background – please add here:  White  English/Scottish/Irish/Welsh/British  Roma or Irish traveller  Other White background – please add here:  Other  Other ethnic background – please add here:  Prefer not to say |
| What is your religion or belief? | Atheist  Buddhist (all denominations)  Christian (all denominations)  Hindu (all denominations)  Jewish (all denominations)  Muslim (all denominations)  No religion  Sikh (all denominations)  Other  Prefer not to say  If other religion or belief, please add here: |
| What is your marital status? | Civil Partnership  Divorced  Married  Partner  Single  Widowed  Other  Prefer not to say  If other status, please add here: |