



APPLICATION FOR EMPLOYMENT

The Ivy House Secondary School for Girls

65 St Mary Graces Court, Cartwright Street, London E1 8NB · 07429 112217 · info@theivyhouse.school

IMPORTANT — PLEASE READ BEFORE COMPLETING

The Ivy House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to safer recruitment checks in line with Keeping Children Safe in Education, the Independent School Standards and the school's Safer Recruitment Policy.

Complete every section in full. A CV is not accepted in place of this form, though one may be attached in addition. Incomplete forms may not be shortlisted.

A full history since leaving secondary education is required, including further and higher education, employment, self-employment, voluntary work and travel. Any gap of one month or more must be explained.

The post is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will undertake an Enhanced DBS check with a children's barred list check, together with the checks set out in Section 9.

SECTION 1 POST APPLIED FOR

Post applied for	Reference number (if any)
Where did you see this post advertised?	Date available to start
Full-time / Part-time / Other	Hours or days sought (if part-time)

SECTION 2 PERSONAL DETAILS

Title	Surname / family name	Forename(s)
Any former name(s) or name(s) previously known by, including maiden name		
Home address, including postcode		Correspondence address, if different
Mobile telephone	Alternative telephone	Email address

SECTION 3 ELIGIBILITY TO WORK IN THE UK

Please tick one box for each statement	YES	NO
Do you have the right to work in the United Kingdom?		
Will you require sponsorship or a visa in order to take up this post?		
National Insurance number	Share code / immigration status, if applicable	

Original evidence of your right to work in the UK must be produced before any appointment is confirmed.

**SECTION 4 EDUCATION AND QUALIFICATIONS**

From MM/YY	To MM/YY	School, college or university	Qualification and subject	Grade

Original certificates for all qualifications relevant to the post must be produced at interview.

SECTION 5 TEACHING STATUS AND PROFESSIONAL MEMBERSHIP

Qualified Teacher Status held? (Y/N)	Date QTS awarded	Teacher Reference Number	
Induction / ECT period completed? (Y/N)	Date completed	Awarding body	
Professional body	Level or type of membership	Number	Date

SECTION 6 RECENT TRAINING AND PROFESSIONAL DEVELOPMENT

Course or training title	Provider	Date	Days

Include any safeguarding, child protection, first aid, SEND or subject-specific training undertaken.

**SECTION 7 PRESENT OR MOST RECENT EMPLOYMENT**

Name and address of employer		Job title	
Date appointed	Date left, if applicable	Salary / grade	Notice required
Brief outline of duties and responsibilities			
Reason for leaving or seeking to leave		Did this post involve working with children? (Y/N)	

SECTION 8 FULL EMPLOYMENT HISTORY SINCE LEAVING SECONDARY EDUCATION

Most recent first. Include all employment, self-employment, voluntary work, further study, career breaks, travel, caring responsibilities and periods of unemployment. Continue on a separate sheet if necessary.

From MM/YY	To MM/YY	Employer, organisation or activity	Position held	Reason for leaving

Explanation of any gaps in employment or education

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**SECTION 9 SAFEGUARDING SELF-DECLARATION**

This post is exempt from the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 (as amended). You must declare all convictions, cautions, reprimands and final warnings that are not “protected” under the Order. A “yes” answer will not necessarily bar you from appointment; each case is considered individually and in confidence.

Please tick one box for each statement	YES	NO
Are you included on the DBS Children's Barred List, or otherwise disqualified from working with children?		
Are you subject to a prohibition or interim prohibition order, or any sanction imposed by the Teaching Regulation Agency, a General Teaching Council or an equivalent body overseas?		
Are you subject to a direction under Section 128 of the Education and Skills Act 2008?		
Do you have any unspent convictions, cautions, reprimands or final warnings, or any that are spent but not protected?		
Are you currently the subject of any police investigation or pending prosecution, in the UK or overseas?		
Have you ever been the subject of a disciplinary investigation, sanction or dismissal relating to the safety and welfare of children, or resigned during such a process?		
Have you ever been referred to the DBS, the Teaching Regulation Agency, a Local Authority Designated Officer, Children's Social Care or the police over concerns about your conduct towards a child?		
Have you lived or worked outside the United Kingdom for three months or more, continuously, in the last five years?		

If you have lived or worked overseas, an overseas criminal records check or certificate of good conduct will be required for each relevant country.

If you answered YES to any statement above, give details here, or provide them in a sealed envelope marked “Confidential — for the attention of the Headteacher”

SECTION 10 ADDITIONAL INFORMATION

Please tick one box for each statement	YES	NO
Are you related to, or in a close personal relationship with, any employee, proprietor, trustee or governor of The Ivy House or the Gardens of Jannah Trust?		
If yes, give details. Note here also any adjustments you require in order to attend an interview or carry out the duties of the post.		



SECTION 11 SUPPORTING STATEMENT

Explain, with reference to the job description and person specification, why you are applying for this post and how your knowledge, skills and experience make you a suitable candidate. Comment also on your understanding of the ethos and values of The Ivy House. Maximum two sides of A4; you may continue on a separate sheet.

**SECTION 12 REFERENCES**

Give two referees. The first must be your present or most recent employer. If you have previously worked with children, one referee must be from your most recent post involving work with children. References from relatives, or from people writing solely as friends, are not accepted. References are sought on all shortlisted candidates before interview.

REFEREE 1 — PRESENT OR MOST RECENT EMPLOYER

Full name	Position held
Organisation and address	Relationship to you
Telephone	Email address

REFEREE 2

Full name	Position held
Organisation and address	Relationship to you
Telephone	Email address

Please tick one box for each statement	YES	NO
May we contact your referees prior to interview?		
May we contact your current employer before an offer is made?		
Have you worked with children in any post not covered by the two referees above?		

If any referee should not be contacted at this stage, or if you wish to name a further referee, give details here

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**SECTION 13 DATA PROTECTION AND PRIVACY**

The Ivy House Secondary School for Girls, operating under the Gardens of Jannah Trust, is the data controller for the information provided in this form. Personal data is processed for recruitment and selection and to meet the school's statutory safeguarding and employment obligations under the UK GDPR and the Data Protection Act 2018.

The lawful bases for processing are the performance of a contract or steps taken prior to entering a contract, compliance with a legal obligation, and a task carried out in the substantial public interest. Special category data and criminal offence data are processed under Schedule 1 of the Data Protection Act 2018.

Information is shared only with those involved in the recruitment process and, where required, with referees, the Disclosure and Barring Service, the Teaching Regulation Agency and other statutory bodies. Forms from unsuccessful candidates are retained for six months and then securely destroyed. Successful applicants' forms are retained on the personnel file in line with the school's retention schedule.

You have the right to request access to your data, to rectification, to erasure in certain circumstances, to restrict or object to processing, and to complain to the Information Commissioner's Office. Enquiries should go to the Data Protection Officer at info@theivyhouse.school.

SECTION 14 DECLARATION**I declare that:**

1. The information given on this form is complete and accurate to the best of my knowledge and belief.
2. I understand that any false statement, omission or deliberate concealment may render this application invalid and, if I am appointed, may lead to disciplinary action and dismissal, and may be reported to the police.
3. I understand that any offer of employment is conditional upon satisfactory references, an Enhanced DBS certificate with a children's barred list check, prohibition and Section 128 checks, verification of identity, right to work, qualifications and medical fitness, and a satisfactory probationary period.
4. I consent to the school verifying the information provided and to the processing of my personal data as described in Section 13.
5. I am not disqualified from working with children and I am not aware of any reason why I should not be employed in a position of trust with children.

Signature of applicant	Print name	Date

A typed name is acceptable at application stage. A handwritten signature will be required at interview.

RETURNING THIS FORM

Return the completed form, with the monitoring page overleaf, by email to info@theivyhouse.school, or by post to: The Headteacher, The Ivy House Secondary School for Girls, 65 St Mary Graces Court, Cartwright Street, London E1 8NB.

**SECTION 15 EQUAL OPPORTUNITIES MONITORING (CONFIDENTIAL)**

This page is detached from your application before shortlisting and is not seen by the selection panel. It is used solely for anonymised monitoring under the Equality Act 2010. Completion is voluntary; you may write "prefer not to say" in any field.

Post applied for	Date of application
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Monitoring category	Response
Age group	
Sex	
Ethnic group	
Religion or belief	
Do you consider yourself to have a disability?	
If yes, what adjustments could we make?	

SECTION 16 FOR SCHOOL USE ONLY

Date application received	Received by
Shortlisted (Y/N) and date	Interview date
Outcome	Pre-appointment checks completed

Thank you for your interest in joining The Ivy House.

Inspired Minds. Empowered Futures.