



The Duke of York's Royal Military School

Application Form

PRIVATE & CONFIDENTIAL ONCE COMPLETED

Please complete all parts of the application form in Black Ink or Digitally.

Post Applied For:

How did you find out about this vacancy?

CANDIDATE INFORMATION

Title: Mr / Mrs / Ms / Dr / Other:	Surname:
Forenames:	
National Insurance No:	DfE No/Teacher Ref/Nurses Pin (if applicable):
Are you currently eligible for employment in the UK:	Date of Birth:
Have you ever been known by a different name or changed your name by Deed Poll?	(If yes, please provide details):
Home address:	Correspondence address, if different:
Contact Number (Home/Mobile):	Contact Number (Home/Mobile – if different):
Email:	

CURRENT EMPLOYMENT (or most recent employment)

Are you currently employed? Yes No

With The Duke of York's Royal Military School? Yes No

CURRENT EMPLOYMENT

Employer:	
Position Held:	
Length of Service:	Date of Appointment:



Ministry
of Defence



bsa | BOARDING
SCHOOLS'
ASSOCIATION

Current Salary:	Notice Period:
Leaving Date (if applicable):	
Main Duties/Responsibilities:	

EDUCATION (with dates)

Name of Secondary School:	
Name of Higher Education Provider: <i>(E.g., Name/Location of College/University)</i>	

Educational Qualifications:

Subject (GCSE/A2/AS Level)	Grade	Date	Awarding Body

Diplomas/Degrees (if any):

Diploma/Degree	Class	Date

Other Professional Qualifications (if any):

Qualification	Date

Teacher reference number	
Do you have QTS?	
QTS Certificate Number (where applicable)	
Date of Qualification	
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?	

PREVIOUS EMPLOYMENT

Please list your previous employment in date order (since leaving Secondary School), most recent first, **with no gaps unaccounted for**. The School may contact all/any employers you have listed below in order to verify the employment details stated. You may continue on a separate sheet if necessary.

EMPLOYMENT HISTORY

From	To	Name and Address of Employer	Position Held	Reason for Leaving

BREAKS IN EMPLOYMENT HISTORY

Where appropriate please provide explanations for any periods not in employment, self-employment or further education, or training – e.g., unemployment, raising family, voluntary work, training etc.

From	To	Reason for Employment Gap

Work Related Training (significant in last 5 years)

Date	Course/Training Details including any awards gained

Additional Information – Please use the space below to support the information provided within your application – outlining how your skills, qualifications and experience relate to the requirements of the post you are applying for.

(Please continue on a separate sheet if required).

Right to Work in The UK

The School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.

Do you have the Right to Live and Work in the United Kingdom?

- Yes
 No

If yes, please state on what basis:

- UK citizen
 EU settled status
 Skilled worker visa
 Graduate visa
 Youth mobility visa
 Other – please provide full details in the box below

If appointed, you will be required to produce documentary evidence. For the latest guidelines please check <https://www.gov.uk/legal-right-work-uk>. This action is taken in compliance with the requirements of the law and it in no way intended to be discriminatory or to prevent those who require a work permit from securing employment.

Relationship to the School

Please declare the name of any family or relationship to existing Students, Staff, or Trustees of the School. Canvassing directly or indirectly will automatically disqualify you from the recruitment process.

Name	Relationship

Applicants with Disabilities

The School has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you're called for an interview, please state the arrangements you require:

Do you consider yourself to be disabled under the Equality Act?

- Yes
 No

(If yes, please list the adjustments you would request)

During the Interview Process:	
In carrying out the role for which you are applying:	

Disclosure of Criminal Convictions

The School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the School's privacy notice.

Do you have a DBS certificate?

Yes No

Date of check (if yes):

If you've lived or worked outside of the UK in the last 5 years the School may require additional information in order to comply with Safer Recruitment requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?

Yes No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. The School will conduct online searches of shortlisted candidates as part of our due diligence checks.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

Data Protection Act 1998 (2018 update)/General Data Protection Regulation

Under the Data Protection Act 1998, the School is obliged to inform you that the data you have provided may be processed and used on a confidential basis for monitoring purposes. Your signature below will be deemed to show that you consent to the School processing your personal data for specific purposes that may arise.

General Information

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

The School's 'Safer Recruitment, Selection & Disclosure Policy' (which includes our policy on the recruitment of ex-offenders'), and 'Safeguarding and Child Protection Policy' are both available to download from the School's website. Please take the time to read them: [Policies - The Duke of York's Royal Military School](#)

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed six months after the date on which you are notified of the outcome.

In accordance with statutory regulations governing roles that involve working with children or vulnerable adults, it is a requirement to assess the physical and mental fitness of prospective employees prior to confirming any appointment. If you are selected as a suitable candidate for the position, you will be required to complete a Health Declaration form as part of the recruitment process.

Your Declaration

I confirm that, to the best of my knowledge, the contents of this application form are a true and accurate record.

I understand that deliberate omission or falsification would result in the withdrawal of any offer of employment, or my dismissal at any time in the future, possible criminal prosecution.

Signature:

Date:

Please return completed this form to the HR Department, The Duke of York's Royal Military School, Dover, Kent, CT15 5EQ or via email to Recruitment@doyrms.com

REFEREES

Please give the names of 3 people who are able to comment on your suitability for this post. One must be your current or last employer. If you've not previously been employed, please provide details of another suitable referee. The School reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted – *please note references from relatives or known solely as a friend will not be accepted.*

Referee	Name	Relationship to you	Address & Postcode	Contact Number	Email Address	Is this your current employer?
1						
2						
3						

May we contact your references prior to interview?

- Referee 1: Yes No
 Referee 2: Yes No
 Referee 3: Yes No