



**Pate's Grammar School Foundation &  
The Richard Pate School ("the School")**

**Application Form**

*Please use black ink so that it can be photocopied*

Position Applied For:		
<b>1. Personal Information</b>		
Title:	Forename(s):	Surname:
Preferred Name:		Former Name(s) (including maiden names):
Contact Details:		
Mobile Telephone: _____		Home telephone: _____
Email: -----		
National Insurance Number:		
Current Address:		
Postcode:		
How long have you lived at this address? <i>(If less than 5 years please provide previous addresses in the past 5 years below)</i>		
Previous Address 1:	Previous Address 2:	
Postcode:	Postcode:	
Length of Time at Address:	Length of Time at Address:	

<b>2. General</b>		
Do you have Qualified Teacher Status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, Teacher Reference Number:		
Do you have a current full UK driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide full details of membership of any professional bodies:		

<b>3. Details of Present (or Last) Employment:</b>		
Employer: <i>(including dates)</i>	Position(s) Held: <i>(including subject taught and at which level)</i>	Reason for leaving:
Current (or Most Recent) Salary: <i>(including details of any additions such as responsibility points, London Allowance etc)</i>		

<b>4. Further Education and Career History</b>		
<i>(Please provide full details of all positions held, and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.</i>		
<i>Please provide explanations for any periods not in employment, further education or training.</i>		
Organisation: <i>(including dates)</i>	Position Held:	Reason for Leaving:

**If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.**

<b>5. Qualifications</b>			
<i>(Please provide details of all academic and vocational qualifications)</i>			
Qualification	Awarding Body	Date Obtained	Grade (if appropriate)

**6. Professional Development**

Long Courses:  
(attended during last 3 years)

Name of Course	Provider	F/time, P/time or Seconded	From	To

Short Courses:  
(attended during last 3 years)

Name of Course	Provider	F/time, P/time or Seconded	From	To

**7. Outside Interests**

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**8. Supporting Statement** – please give details of the personal qualities and experience that you believe are relevant to your suitability for the post advertised, and how you meet the Person Specification:

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If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

**9. Please confirm if you know any existing employee, volunteer or Governor at the School and, if so, please provide full details of how you know them.**

**10. Referees**

Please provide two professional referees. One referee should be your current/most recent employer. Both should be within the past 6 years if possible.

References will be sought prior to interview, and the referee will be asked whether you have been the subject of any safeguarding concerns. If you do not wish the School to take up references in advance of the interview, you should notify the School at the time of applying.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Position		Position	
Organisation		Organisation	
Telephone No. (Landline if available)		Telephone No. (Landline if available)	
Email (Business, if available)		Email (Business, if available)	

**11. Data Protection**

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

## 12. Declaration

*As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.*

*You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), as well as online and, where appropriate, a check of the Barred List maintained by the DBS. Any offer of appointment will be made conditional on obtaining such satisfactory checks.*

*The School's 'Safeguarding Policy' and 'Recruitment, Selection and Disclosures Policy and Procedure, including Policy on the Recruitment of Ex-Offenders (Appendix 1) and Recruitment Privacy Notice (Appendix 2)' can be viewed on the school website at: [www.richardpate.co.uk](http://www.richardpate.co.uk).*

*Please call the Bursary (01242 522052) if you have a question relating to either policy.*

**I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).**

**I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your completed application form to:

Mrs Lucy Cox - Bursar  
The Richard Pate School  
Southern Road  
Cheltenham  
GL53 9RP

e-mail: [bursar@richardpate.co.uk](mailto:bursar@richardpate.co.uk)

*Pate's Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. In accordance with the DfE's Keeping Children Safe in Education 2023, references will be sought on all short-listed candidates prior to interview, and online checks undertaken.*

*Pate's Grammar School Foundation is an equal opportunities employer.*

**Please let us know of any reasonable adjustments you may require at any stage of the recruitment process.**

### 13. Equal Opportunities Monitoring Form

This section of the form will be detached from your application and will be used solely for equality monitoring purposes. This form will be kept separately from your application.

The Richard Pate School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence and used as set out in the School's Recruitment Privacy Notice and Data Protection Policy.

Please complete the form as you feel is most appropriate for you.

**Position applied for:** \_\_\_\_\_

**White:**

- British       Any other white background\*

**Mixed:**

- White and Black Caribbean       White and Black African       White and Asian  
 Any other mixed background\*

**Black or Black British:**

- Caribbean       African       Any other Black background\*

**Asian or Asian British:**

- Indian       Pakistani       Bangladeshi  
 Any other Asian background\*

**Chinese or other Ethnic Group:**

- Chinese       Other Ethnic Group\*

\*Please specify

**Gender** Please specify

**Date of Birth**

**Do you consider yourself to have a disability:**

- Yes       No

If yes, please state nature of disability:

The Equality Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities”.

If you wish, you may disclose information about yourself in this section about your:

Religion

Sexual orientation

**How did you become aware of this vacancy?**

Media:

Date:

Reference: