RYDE SCHOOL
WITH UPPER CHINE

EMPLOYMENT APPLICATION FORM

NON-TEACHING POSTS

In accordance with the Children Act 1989 and 2004, Safeguarding Vulnerable Groups Act 2006, Working Together 2018 and Keeping Children Safe in Education 2025, Ryde School operates a Safer Recruitment process for the screening and selection of all job applicants and volunteer roles.

Safer Recruitment

Ryde School is committed to ensuring the best possible environment for the children and young people in our care. Safeguarding, protecting and promoting the welfare of children and young people is our highest priority. All posts in the School involve some degree of responsibility for safeguarding children. The extent of this responsibility will vary according to the nature of the post. As such, all posts are subject to our Safer Recruitment procedure, including the disclosure of criminal records. All posts at Ryde School require an Enhanced Disclosure and Barring Service (DBS) check. Any offer of post or agreement made is conditional on the receipt of a completed Criminal Convictions Disclosure form, satisfactory DBS clearance, verification of identity and qualifications, evidence of the right to live and work in the U.K., and at least two satisfactory employment references.

Equal Opportunities

Ryde School is committed to the principles of Equal Opportunities and as such applicants are shortlisted based upon the skills, qualifications and experience presented in this form and assessed against the objective requirements of the job in the defined job description and/or person specification.

Right to Work

All successful candidates will be subject to Right to Work checks and able to evidence the legal right to live and work in the UK before commencing employment.

GDPR

The School will comply with its responsibilities in respect of Data Protection. Ryde School is legally required to carry out Safer Recruitment pre-appointment checks as detailed in our Recruitment Policy. Employees and prospective employees are required to provide certain information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Privacy Notice.

Post Applied for:	Date of Application:

Personal Details

Forename(s)		Surname:	
Title:		Previous surname(s)	
Address:			
Telephone:		Mobile:	
Email:			
NI Number:			
Special Requirements: Please let us know if you have any specific requirements or reasonable adjustments that should be taken into account should you be shortlisted to enable you to attend a selection process.			
Do you have the right to live and work in the UK? *Evidence will be required*	Yes / No *(Please delete)*		
Do you need a visa to live and work in the UK? *Evidence will be required*	Yes / No *(Please delete)*		
Do you have a full current UK driving licence?	Yes / No *(Please delete)*		
Do you have any family members or a close relationship with an existing employee or governor of Ryde School? Please provide details:			

Living & Working outside of the UK

Please confirm if you have lived in any country other than the UK for a period of 3 months or more within the last 5 years?				
Please tick:	Yes		No	
If you have answered 'Yes' please specify the country you lived in and the dates that you were outside of the UK:				

Current or Most Recent Employment

Employer Name & Address			
Start Date		Job Title	
Salary		Notice Period	
End Date (if applicable)		Reason for Leaving	

Previous Employment

Include all work history including temporary roles and unpaid or volunteer experience.

Please continue on a separate sheet, if necessary.

From Month & Year	To Month & Year	Employer Name & Address	Job Title	Reason for Leaving

Gaps in Employment

Please detail any time periods when you have not been in employment since the end of full-time education.

If there are no gaps in your employment history, please clearly state 'none'.

Education & Training

HIGHER EDUCATION					
From Month & Year	To Month & Year	University / College	Subject / Course title	Award / Grade	Full or Part time

FURTHER EDUCATION					
From Month & Year	To Month & Year	School / College	Subject / Course title	Award / Grade	Full or Part time

SECONDARY EDUCATION					
From Month & Year	To Month & Year	School / College	Subject / Course title	Award / Grade	Full or Part time

PROFESSIONAL QUALIFICATIONS *Please list most recent first*					
From Month & Year	To Month & Year	School / College	Subject / Course title	Award / Grade	Full or Part time

Supporting Statement

Please detail why you are applying for this position, explaining your motivation for the role and how your skills, education and experience make you a suitable candidate. You may continue on a separate sheet if necessary.

References

Please provide the names and contact details of referees that can comment on your suitability for employment in a professional capacity. In accordance with Safer Recruitment practices we must secure at least two suitable references. One reference must be your current or most recent employer. If you are a student, please give appropriate school or college referees. It is normal practice for us to approach named references prior to interview. If you do not give your consent to this, please clearly indicate in the space provided.

	Reference 1	Reference 2	Reference 3
Name:			
Position:			
Email:			
Address:			
Telephone Number:			
In what capacity do you know this individual?			
May we contact this individual prior to interview?			

Criminal Convictions

Ryde School is committed to ensuring safeguarding, protecting and promoting the welfare of children and young people and all of our employees are expected to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' as well as any ongoing investigations or disciplinary actions pending, must be declared. **Please note, an individual commits an offence if they seek to engage in regulated activity from which they are barred, or they offer to engage in regulated activity from which they are barred, or they engage in regulated activity from which they are barred. Failure to disclose information about convictions or cautions that you may have could result in disciplinary action or dismissal.** All information provided will be treated in the strictest confidence.	
Please read carefully and answer the following questions:	
(A) I confirm that I am not on the Barred List, disqualified from working with children under The Childcare Act 2006, or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC), and I have no convictions, cautions or bind-overs; current or spent.	Yes / No *(Please delete)*
(B) I confirm that there are no ongoing investigations or disciplinary actions pending.	Yes / No *(Please delete)*
(C) Have you at any time been debarred from teaching?	Yes / No *(Please delete)*
If you have answered NO to questions (A) or (B), please give separate details in a sealed envelope marked "confidential".	

Applicant Declaration

I hereby confirm my understanding and agreement that any offer of employment made by Ryde School is subject to satisfactory evidence of the legal right to live and work in the UK, suitable references, medical and DBS clearance. I have read the above guidance on Criminal Convictions and agree to the use of my personal information and data as is necessary for the legal requirement that the School has to check me against the national criminal conviction database if I am offered the job for which I am applying. I understand that the job I am applying for is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered 'spent'. In applying for employment at Ryde School, I understand that my personal information and data will need to be used, processed and collected by the School in accordance with current GDPR guidelines. The use of my personal information will vary through the recruitment and selection process (pre-contractual) and if successful in this job application, will continue into employment and HR records (contractual). In accordance with guidance from Keeping Children Safe in Education (2025) I hereby consent to Ryde School carrying out online searches at the stage of shortlisting my application to help determine my suitability to work within a school. I confirm that the information provided in this application and any supporting documents or attachments provided are factually correct. I understand that any false information may, in the event of employment, result in disciplinary action or dismissal.	
Signature:	Date: