



**Confidential**

**Application Form**

Please complete using black ink or typescript

Post applied for: .....

How did you hear about this post?.....

**Personal details**

Last Name: ..... Previous Surname: .....

First Names: ..... Title: .....

Date of Birth: ..... National Insurance No: .....

Contact/Address: .....

.....

Telephone number(s) : .....

E-mail address: .....

Are you currently eligible for employment in the UK? .....

Teacher's RP number (if applicable): .....

Do you have Qualified Teacher status? .....

**Employment details (Current/Last Employment)**

Date(s) of employment DD/MM/YYYY	Employer's name and address	Position Held	Reason for leaving	Salary

**Main responsibilities**

**Previous employment details:**

Please ensure you:

- a) *List your employment history in descending date order i.e., current / most recent job first*
- b) *Include full and accurate dates in a dd/mm/yyyy format*
- c) *Include voluntary or unpaid work undertaken*
- d) *Include and explain any breaks in employment*

Date(s) of employment DD/MM/YYYY	Employer's name and address	Position Held	Reason for leaving	Salary

**Please continue on a separate page if necessary**

**Educational details** (*state most recent first*)

<b>Dates (mm/yy)</b>	<b>Name and location of School / College / Polytechnic or University</b>	<b>Examinations taken</b>	<b>Grade obtained</b>

**Vocational and non-vocational training**

<b>Dates (mm/yy)</b>	<b>Course title</b>	<b>Duration</b>

**Membership of Technical or Professional Organisations**

<b>Dates (mm/yy)</b>	<b>Grade of membership</b>	<b>Name of Institute / Professional organisation</b>

**Educational details** *(state most recent first)*

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## Further information

Are you related to any existing Mary Hare Employees, Trustees or Governors? Yes / No

Do you hold a current driving licence: Yes / No

Do you have any licence endorsements? Yes / No

Do you possess or have use of a car? Yes / No

Do you have any experience of working with children?\* Yes / No

\*If 'YES', please state experience below. (Do not answer this question if you are applying for a job that does not require you to work directly with children)

.....  
.....  
.....  
.....

What are your current commitments?

.....  
.....  
.....  
.....

Please state when you would be available to take employment if offered:

.....

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## Health

In accordance with the guidance published by the Department of Education any offer of employment made by the school will be conditional upon the school verifying the successful applicant's medical fitness for the role. There may be circumstances when it will be necessary for the school to seek access to your medical records and/or for you to be referred to a specialist clinician.

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**Mary Hare School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Mary Hare is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.**

**Please note: If you are shortlisted for interview, you will be required to complete a self-disclosure form.**

## Referees

Please provide details of **two** employer referees **one** of which **must be** your current/last employer. If candidates are shortlisted for interview, Mary Hare will be requesting these references prior to the interview.

Reference 1 (Current/Last Employer)	Reference 2
Company: .....	Company: .....
Name: .....	Name: .....
Position: .....	Position: .....
Address: .....	Address: .....
.....	.....
.....	.....
Tel no: .....	Tel no: .....
Email: .....	Email: .....
Website: .....	Website: .....
<b>Do you give us permission to write to your current employer? If not please provide details of a third referee who we can contact.</b>	YES / NO

**Supplementary information in support of your application**

*Please provide any other information you consider relevant including your reason for applying for the post and why you consider yourself to be suitable for the post.*

*Please continue on a separate sheet if necessary*

I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.

I confirm that I am not on the Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.

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 consent to the school processing the information given on this form including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature: ..... Date:.....

**Mary Hare**

**Registered charity number 1048386 Registered company 3085006** Registered  
address: Arlington Manor, Snelsmore Common, Newbury, Berkshire, RG14 3BQ.

# Safeguarding Statement



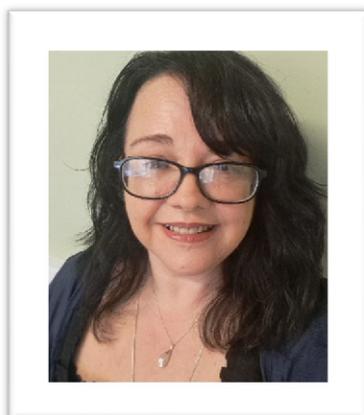
Mary Hare School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, having regard to statutory guidance Keeping Children Safe in Education 2024 and adhering to the school's Code of Conduct.

All staff are kept informed of safeguarding and child protection responsibilities and procedures through induction, briefings, and awareness training. The school Child Protection policy is reviewed yearly and is published on our website (paper copies available on request).

**Remember – Anytime, Anyplace, Anyone. If you have a concern, report it.**



Emma Kennett (DSL)



Sarah Stefano (Deputy DSL)



Michelle Flannery (Deputy DSL)

## Concerned about a child?

If you have a concern or receive a disclosure about a pupil, report it on **MyConcern** or email [safeguarding@maryhare.org.uk](mailto:safeguarding@maryhare.org.uk).

If it is urgent, you should discuss it immediately with the **Designated Safeguarding Lead, Emma Kennett** Vice Principal (Pastoral), Sarah Stefano (Director of Residential Care), Michelle Flannery (HOY 7&8). Alternatively, you can contact any of our wider Safeguarding Team who are listed in the Safeguarding Policy.

## Concerned about a member of staff?

You should feel able to raise a concern about the practice, procedures, or potential failure of the school to safeguard children, please report it on **MyConfide**.

If you have a concern about another member of staff, then this should be referred to the **Principal & CEO, Robin Askew** [r.askew@maryhare.org.uk](mailto:r.askew@maryhare.org.uk). Where there are concerns about the Principal, this should be referred to the **Chair of Governors, Tim Polack** (email Chair of Governors: [governors@maryhare.org.uk](mailto:governors@maryhare.org.uk)).

Further guidance can be found in our Safeguarding and Child protection Policy available on our website: [www.maryhare.org.uk/about](http://www.maryhare.org.uk/about)

*“Safeguarding and promoting the welfare of our pupils is everyone’s responsibility.”* Emma Kennett DSL

# Safeguarding Statement



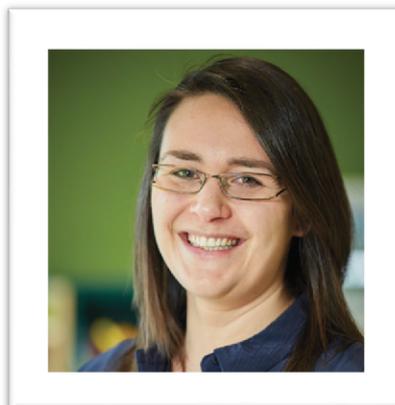
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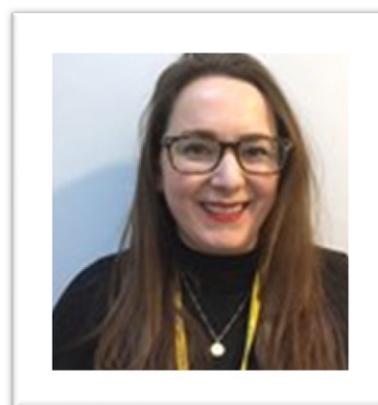
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Emma Kennett – DSL



Rachel Sheen – Deputy DSL



April McEniry – Deputy DSL

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If it is urgent, you should discuss it immediately with the **Designated Safeguarding Lead, Emma Kennett**, Vice Principal (Pastoral), Rachel Sheen (Head Teacher), April McEniry (Head of Residential Care Operations).

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If you have a concern about another member of staff, then this should be referred to the **Principal & CEO, Robin Askew** [r.askew@maryhare.org.uk](mailto:r.askew@maryhare.org.uk). Where there are concerns about the Principal, this should be referred to the **Chair of Governors, Tim Polack** (email Chair of Governors: [governors@maryhare.org.uk](mailto:governors@maryhare.org.uk)).

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Sept 2024