



Clapton Girls' Academy

Est. 1906



Progress, Wellbeing, Teamwork

Headteacher: Ms A Feltham BA (Hons)

Application Form - Support Staff

Before you begin:

Read the advertisement and any additional supporting information provided, including:

- The job description, which lists the tasks you will be expected to carry out and describes how the job fits in with other employees.
- The person specification, which details the experience, skills and abilities needed for the role. It is vital that your application demonstrates how you met these requirements.

In order to improve your chances of being selected, use specific examples from your experience and relate them to the person specification, job description and any other information provided. It is in your interest to complete the form in such a way as to maximise your chances of being selected.

Supporting statement:

Please complete this and remember to relate your skills, knowledge and experience to the job description and person specification when completing this section. **It is important to clearly address each point in the Person Specification.**

Important notes:

- If you want to complete the form electronically and email it to us:
 1. You can type into the form, and can return the completed version to us via email to **recruitment@clapton.hackney.sch.uk** or click the **Print** button at the end of the document.
 2. You will not be able to sign the form on page 10. By e-mailing the form to us, you declare that the information on this form, and your answers to the section on the Rehabilitation of Offenders Act 1974, are true and accurate. Email is taken as substitute for your signature.
- If you want to **print the form** and send it via post:
 1. Complete the form in black ink and ensure that it is legible.
 2. Do not write outside the lines.
 3. Ensure you mark each sheet with your full name.
 4. Provide full date details for current and previous employment for continuous service purposes using the format (mm/yy).
 5. Ensure that you have read and understood the declaration on page 9, and that you have signed and dated your completed application form before returning it.
- You may find it useful to take a copy of your completed application form for your own personal records.
- **Please return completed application forms to:**
HR department, Clapton Girls' Academy, Laura Place London E5 0RB

ALL INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE

Please ensure you read the guidance notes on the cover page before filling in this form.

If you are completing it online, do not complete it in upper case.

Your Application (All fields with * MUST be completed)

*Application for the post of:

*How did you hear of this post?

*Have you applied to us before? Yes No

*If so, which position, and when?

Personal Details (All fields with * MUST be completed)

*Surname:

*Forenames:

*Previous name/Maiden name (if applicable):

*Title:

*Address:

*Post Code:

*Home phone:

*Work phone:

*Email:

*Mobile:

*Preferred means of contact:

*National Insurance No.

May we contact you at work? Yes No

Asylum and Immigration Act (All fields in this section MUST be completed)

Before you commence working, you MUST provide evidence to demonstrate your right to work in the United Kingdom. If you are appointed to a post you will receive further guidance.

Are you eligible to work in the UK? Yes No

Is this subject to a Work Permit or Visa? Yes No

If yes, please select the category that relates to your current immigration status. This status will be checked on the interview date:

HSMP/Tier 1

Student

Indefinite leave to remain/enter

Visitor

Work permit/ Tier 2

Post Graduate Doctors and Dentists

Dependant/ Spouse Visa

Tier 5 Temporary Workers

Ancestry Visa

Working Holiday Visa/ Tier 5 Youth Mobility

Clinical attachment Visa

Refugee

Other, please specify

Please supply details of any visa currently held, including number, start/ expiry dates and details of any restrictions.

Visa No:

Start Date:

Expiry Date:

Does your visa have a condition restricting employment or occupation in the UK? Yes No

Work experience (Please fill in all applicable sections)

Current or last position of employment

Present post (title):

Date appointed:

Employer:

Telephone:

Address:

Post Code:

Point on scale:

Salary:

Additional allowances (if applicable):

Reason for leaving:

Brief description of duties/responsibilities:

Previous employment

(This should include any employment after the age of 18, i.e. clerical, social, industrial (excluding casual employment).)

(Please continue on separate sheet if necessary)

Employer	Position held	Duties	Dates	
			From	To

If you have any gaps in your employment history, please explain below:

Education and Teaching qualifications and courses attended

(Please fill in all applicable sections.) Please enter each qualification type per row and each subject/grade per line within the table cell.

Secondary school, college, higher education

Name of institution	Date from mm/yy	Date to mm/yy	Qualification	Subject	Grade

Further education

Name of institution	Date from mm/yy	Date to mm/yy	Qualification	Subject	Grade

Post graduate study

Name of institution	Date from mm/yy	Date to mm/yy	Qualification	Subject	Grade

Courses/training

Name of institution	Date from mm/yy	Date to mm/yy	Qualification	Subject	Grade

Reason for applying

Please describe clearly how you meet the requirements of the person specification addressing each point in turn. Give examples where appropriate. Also include further information about yourself that you feel is relevant. Please ensure you read the Application Guidelines Booklet before completing this section. This section is limited to 2 sides of A4.

References (All fields in this section MUST be completed)

Please give the names and addresses of two individuals, not related to you, from whom we may obtain references. Both of them MUST be professional references. If you are working then one of these must be your current employer. **If you work in education then one of these must be your current headteacher.** However, if you are a student or have been out of work for a period of time then teachers or a previous employer will be sufficient. Please remember that the referees you give should be able to comment on your ability to perform the job for which you are applying. If you do not provide us with two full references, the progression of your application form might be affected. NQTs should include their initial teacher and a successful teacher practice school.

Name:

Title (Mr, Ms, Miss, Mrs, Mx etc.)

Organisation name:

Job title:

Relationship:

Address:

Post code:

Telephone:

Email:

May we contact this referee prior to interview?

Yes

No

Name:

Title (Mr, Ms, Miss, Mrs, Mx etc.)

Organisation name:

Job title:

Relationship:

Address:

Post code:

Telephone:

Email:

May we contact this referee prior to interview?

Yes

No

Rehabilitation of Offenders Act 1974 (All fields in this section MUST be completed)

Because of the nature of the work for which you are applying this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 in accordance with the Rehabilitation of Offenders Act 1974 (Exceptional) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are therefore not entitled to withhold information about convictions, cautions or bind-over orders which for any other purposes are "spent" under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the academy. Any information given will be completely confidential. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence.

Please answer the following questions:

Have you been convicted of a criminal offence in the past? Yes No

(if yes, please attach details, including dates and reference numbers)

Signed (**see Note below**):

Date:

Have you previously used or do you currently use any other forename(s), surname(s) or aliases (including maiden names)?

Yes No

If yes, please state name(s) and dates used:

Reasonable Adjustments to Shortlisting Process:

We welcome applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

Declaration (To be signed by all applicants)

Are you related to any member of this school's Governing Body or other member of staff? Yes No

If yes, please give details:

I have read and understood the information contained in this application form. I declare that all information provided in this application form is true and accurate to the best of my knowledge. I understand that omissions or incorrect statements will disqualify me, or if appointed, I will be liable to be dismissed. This declaration constitutes part of the terms of contract if I am appointed.

Signed (**see Note below**):

Date:

Print name:

Note: If you email this form to us (i.e. you can't sign it) then it is assumed that you declare that the information on this form, and your answers to the section on the Rehabilitation of Offenders Act 1974, are true and accurate.

Monitoring Equal Opportunities

Clapton Girls' Academy aim to select all staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies.

The form will be separated from your application upon receipt and will not be shared with the selection panel.

Personal and post details

Name: _____ Date of Birth: _____

Post applied for: _____ Sex: _____ Male _____ Female _____

National Insurance number: _____ Date of birth: _____

Marital status

Single: _____ Civil Partnership: _____ Widow/Widower: _____ Separated: _____

Married: _____ Living with Partner: _____ Divorced: _____ Do not wish to disclose: _____

Religion of belief

Catholic: _____ Hindu: _____ Jain: _____

Church of England: _____ Buddhist: _____ No religion: _____

Jewish: _____ Muslim: _____ Other: _____

Orthodox Jewish/Charedi: _____ Sikh: _____ Please specify: _____

Do not disclose: _____

Caring responsibilities

Do you have a carer responsibility for anyone? Yes _____ No _____ Do not wish to disclose: _____

If yes, are they: Adults: _____ Sick: _____ Disabled: _____ Elderly: _____

Children: _____ Sick: _____ Disabled: _____

Sexual orientation

Are you? Heterosexual: _____ Lesbian: _____ Gay: _____ Bisexual: _____ Do not wish to disclose: _____

Transgendered

Are you Transgendered/Transsexual? Yes: _____ No: _____ Do not wish to disclose: _____

Ethnic group

WHITE

British:

Irish:

Other (1):

Please specify:

MIXED

White & Black Caribbean:

White & Black African:

White and Asian:

Any other Mixed background:

Please specify:

BLACK OR BLACK BRITISH

Caribbean:

African (2):

Please specify:

Any other Black background:

Please specify:

ASIAN OR ASIAN BRITISH

Indian:

Pakistani:

Bangladeshi:

Any other Asian background:

Please specify:

CHINESE AND OTHER

Chinese:

Do not wish to disclose:

Any other background (3):

Please specify:

NOTES

1. Turkish, Turkish Cypriot, Traveller of Irish Heritage, Albanian, Greek/Greek Cypriot, Gypsy/Roma, White Western European, White Eastern European, any other White.
2. Angolan, Congolese, Ghanaian, Nigerian Sierra Leonean, Somali, Sudanese, any other Black African.
3. Afghan, Kurdish, Latin/South/Central American, Vietnamese, any other ethnic group.

Once you have completed this form, please save and email to recruitment@clapton.hackney.sch.uk or click the 'submit form' button.