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| **Post you are applying for:** | |  | | |
| **Surname:** |  | | | |
| **Forenames:** |  | | | |
| **Nationality:** |  | | | |
| **Address:** |  | | | |
|  |  | | **Postcode:** |  |
| **Date of Birth:** |  | |  |  |
| **National Insurance Number:** | |  | | |
| **Telephone:** | Home |  | | |
|  | Work |  | | |
|  | Mobile |  | | |
| **Email:** | Home |  | | |
|  | Work |  | | |

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| Do you have recognised Qualified Teacher Status (QTS) in the UK? | | | | **Yes** | **No** |
| If Yes, please give your DfES number | | |  | |  |
| Do you hold a current full driving licence? | | |  | **Yes** | **No** |
|  |  |  |  |  |  |
| The Board of Governors complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants to meet the recommendations of the DfE statutory guidance “Safeguarding children and Safer Recruitment in Education” (ref: DfES2006); these are used for identification purposes and to verify that a full education and employment history has been provided. | | | | | |
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| Please indicate how or where you learnt about this career opportunity: | | | | | |
|  | | | | | |

**Secondary Education**

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| --- | --- | --- | --- |
| **Schools attended from age 11** | **From** | **To** | **Examinations Passed** |
|  |  |  |  |
|  |  |  |  |

**Tertiary Education / Teacher Training**

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| --- | --- | --- | --- |
| **University/College** | **From** | **To** | **Qualifications Gained** |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Other Professional Qualifications** | **Date Gained** |
|  |  |

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| --- |
| **Relevant courses attended in last 5 years** |
|  |

|  |  |
| --- | --- |
| **Membership of Professional Organisations** | **Date Joined** |
|  |  |

**Employment History**

Please give details of all periods of employment you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

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| --- | --- | --- | --- |
| Please give details of your current position and salary. | | | |
| **Name of Employer:** |  | |  |
| **Position Held:** |  | |  |
| **Starting Date:** |  | |  |
| **Notice Period:** |  | |  |
| **Current Salary or Point Scale:** | |  |  |
|  | | | |
| Please list all your previous employment, in reverse chronological order.   |  |  |  |  | | --- | --- | --- | --- | | **Dates Employed**  **From** **To**  **(mm/yy)………..(mm/yy)** | **Employer** | **Job Title/**  **Responsibilities** | **Reason for Leaving** | |  |  |  |  |   If there are any gaps in your employment or educational history please explain them here. | | | |

**References**

* References will only be sought for candidates called to interview. It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.
* The first referee provided must be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee must be that employer.
* If any of your references relate to your employment at a school or college your referee must be the Head teacher or Principal.
* If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
* Please do not name relatives or people acting solely in their capacity as friends as referees.

**Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

Please give the names and addresses of the following **2** referees:

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| **1.** | **Your current employer:** | |
|  | Name: |  |
|  | Position |  |
|  | Address: |  |
|  |  |  |
|  | Postcode: |  |
|  | Telephone number: |  |
|  | Email: |  |

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| **2.** | **A second referee of your own choice:** | |
|  | Name: |  |
|  | Position |  |
|  | Address: |  |
|  |  |  |
|  | Postcode: |  |
|  | Telephone number: |  |
|  | Email: |  |

**Recruitment Policy**

It is the policy of Hoe Bridge School to employ such people who, in their judgement, are best qualified for the post without any discrimination in favour of race, colour, gender or national origin.

**Criminal Conviction**

**It is the policy of Hoe Bridge School to require an Enhanced DBS (formally Criminal Record Bureau) check of all staff.**

**Declaration**

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| **Declarations:** |

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| This post is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed you will be required to undertake an Enhanced DBS (formally Criminal Records Bureau) check. You are required to declare **any** convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as ‘spent’. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offences and their relevance to the post you are applying for. However, should you **not** declare an offence that is subsequently revealed, e.g. through the CRB check, then this may place your appointment in jeopardy. | | |
| **Please answer the following questions:** | Please answer YES or NO below: | |
| Have you **ever** received a conviction, caution or bind-over? | |  |
| Are you on the Children’s Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, Teaching Agency)? | |  |
| **It is a criminal offence for barred individuals to seek, or to undertake, work with children.**  If you have answered ‘YES’ to either of the above questions, **please provide further details on a separate sheet in a sealed envelope marked ‘CONFIDENTIAL’.** | | |

| **Declaration of Relationships:** | Please answer YES or NO below: | |
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| Are you related to, or have a close personal relationship with a member of staff or governor of Hoe Bridge School? | |  |
| If yes, please provide below his/her name and role, and state your relationship: | | |
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| I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection. | | | |
| Signature of Applicant |  | Date |  |
| If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview. | | | |
| **Retention of Application Forms:** It is the School’s policy to retain all application forms, including for unsuccessful applicants, for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you **do not** wish us to use your application form in this way, please tick this box ❑ | | | |

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| **Equality Monitoring Form** | | | | | | | | | |
| The School aims to select staff on merit, irrespective of race, sex, disability or age. In order to monitor the effectiveness of the School’s 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. Thank you. | | | | | | | | | |
| Post Applied For: |  | | | | | Where did you see this post advertised? | | |  |
| ***Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.*** | | | | | | | | | |
| **Gender:** | Female |  | Male |  |  | |  |  | |

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| **Age:** | 16-24 |  | 25-34 |  | 35-44 |  | 45-54 |  | 55-64 |  | 65+ |  |  |

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| **Disability:** | Do you consider yourself to have a disability? | Yes |  | No |  |  |

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| **Ethnicity:** | Please tick **one** category below. The categories are based on the population census. | | | | |
| **Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:** | | |  | **Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group:** | |
| Bangladeshi | |  |  | Chinese |  |
| Indian | |  |  | Any other ethnic background  (specify if you wish): |  |
| Pakistani | |  |  |
| Any other Asian background  (specify if you wish): | |  |  | **Mixed:** | |
|  | White and Asian |  |
| **Black, Black British, Black English, Black Scottish or Black Welsh:** | | |  | White and Black African |  |
| African | |  |  | White and Black Caribbean |  |
| Caribbean | |  |  | White and Chinese |  |
| Any other Black background  (specify if you wish): | |  |  | Any other Mixed background  (specify if you wish): |  |

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| **White:** | | | | |
| British |  |  | Scottish |  |
| English |  |  | Welsh |  |
| Irish |  |  | Any other White background (specify if you wish): |  |

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| Ref No. *(For Office Use Only)* |  |