



The Haberdashers' Adams' Federation

A Member of the Family of Haberdashers' Schools

Haberdashers' Adams Newport Shropshire TF10 7BD
Haberdashers' Abraham Darby Madeley Shropshire TF7 5HX

CHILDREN & YOUNG PEOPLE Teaching Application Form

Completing the Application Form

Please read these notes and keep for future reference. They are designed to help you in completing your application form. We want to try and make sure that everyone applying for a job with the Haberdashers' Adams' Federation Trust has a fair chance. Completing this application form is the first stage in the recruitment process which may lead to an interview and the possible offer of a job.

- It is important that you complete all sections of the application as clearly and as fully as possible.
- Please ensure that you have given your name and address accurately so that we are able to contact you.
- We are interested in your experience and any skills or training which show that you meet the requirements of the job for which you are applying. Include non-work activities which are relevant.
- You are asked in Section 6 of the application form to provide a supporting statement.
- We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status.
- Please do not forget to sign the form.
- If you attach additional sheets to your application form make sure you put your name and title and location of the post for which you are applying at the top of each page.
- We ask everyone to complete an application form together with enclosing a copy of their C.V.

Remember we can only decide whom we should interview based on what is written on your application form.

JOBS WORKING WITH CHILDREN

The job for which you are applying involves substantial opportunity for access to children and your application will be subject to rigorous pre-employment checks. This is in order to ensure the safety of children. These checks will include a check by the Disclosure & Barring Service on Police Records for **all** criminal convictions, cautions and any impending cases. A more detailed explanation is attached to this application form.

DATA PROTECTION ACT 1998

The information or data which you have supplied on this application form will be processed and held on computer, and will also be processed and held on your personal records if you are appointed.

The data may be processed by the Haberdashers' Adams' Federation Trust for the purposes of equality monitoring, compiling statistics, and for the keeping of other employment records.

By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained on it, including any information which may be considered to be sensitive personal data.

EQUAL OPPORTUNITY MONITORING

What does this mean?

Haberdashers' Adams' Federation Trust recommends that every school/service using this application form adopts the Equal Opportunity Charter, which is attached to the application form. Please read it carefully. So that we can measure the effectiveness of this charter, we need to collect information about our job applicants. It would help us greatly, therefore, if you would complete the **Monitoring Form** section of this application form fully.

- When your application is received the Monitoring Form will be removed before the form goes to those involved in shortlisting for interviews.
- Those involved in shortlisting and interview will not know what information is on the **Monitoring Form**.

THE RECRUITMENT PROCESS

What will happen next?

If you require any help or have any suggestions about the recruitment process, or you are unhappy about the way you are treated, or have any suggestions as to how we can do better, please contact the school/service area advertising the post.

Due to the high number of applications received, regrettably we cannot always reply individually to every applicant. If you have not heard from us within 28 days of the closing date, your application has been unsuccessful. We are sorry that this means we are treating less courteously than we would wish.

Whatever the outcome of your application, thank you for the interest you have shown in working for the Haberdashers' Adams' Federation Trust.