Hertford SG13 7NU

T +44(0)1992 706 200

F +44(0)1992 470 663

haileybury.com

Registered charity number 310013

Strictly confidential

Application for teaching posts

Please complete this form in black ink or typescript as it may be photocopied. Rather than repeating information from a Curriculum Vitae, you may refer to your CV at the appropriate sections of this form, provided that you ensure that all information requested is supplied. If it is not, your application may not be accepted.

Position applied for



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Personal details



# Mr/Mrs/Miss/Ms/other ……..…………………..…..… First name(s) ……………………………………..………..

Current surname .……………………..……………… Previous surname………………………………..….…….

Date of birth …………………………………………… National Insurance number…………………..……………

Current address……………………………………………………………………………………………………..………

……………………………………………………………………………………………. Post Code…………….……….

Home telephone no. …………………………..……… Mobile…………………………..………………………..

Email address………………………………………………………………………………………………………………

Do you hold a current driving licence? Yes / No

Previous addresses



If resident at current address for less than 5 years, please provide any previous addresses during this period. Please enclose an additional continuation sheet if required.

1. 2.

From ………… / ………… (MM/YYYY) From ………… / ………… (MM/YYYY)

To ………… / ………… (MM/YYYY) To ………… / ………… (MM/YYYY)

Teaching qualifications



# Do you have a teaching qualification? Yes / No (If yes, please give details below)

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# Do you have DCSF recognition? Yes / No

# If 'yes', please provide the following: Date of recognition ………………………….

# Reference number …………………………

# Do you have Qualified Teaching Status? Yes / No

Further/higher education



University/College at which first degree was taken (give dates of entering and leaving and whether full or part time.

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Details of first degree taken, including: classification, date awarded and main subject studied.

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University or College at which higher degree(s) or post graduate qualification(s) was/were taken (give dates of entering and leaving and whether full or part time.

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Details of higher degree(s) or post graduate qualification(s) taken, including: classification, date awarded and main subject studied.

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Details of any INSET courses you have attended during the last two years.

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Secondary education



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| --- | --- | --- | --- |
| From – toMonth / year | Qualifications gained | Establishment / awarding body | Date of award |
|  |  |  |  |

Teaching employment experience



Please supply your full teaching employment history in chronological/date order since leaving secondary or further/higher education, including periods of any relevant teacher training, part-time and voluntary teaching work as well as full-time teaching. Where there are gaps in teaching employment, education or training, please provide the period covered and an explanation for the gap. **Please also provide details of salary and benefits for your current position**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From – to Month/year | Name of School or College | Job title/course attended | **Current salary and benefits** | Reason for leaving |
|  |  |  |  |  |

Non-teaching employment experience



Please supply full details of your non teaching employment history in chronological/date order since leaving secondary or further/higher education, including periods of any relevant training, part-time and voluntary work as well as full-time work. Where there are gaps in non teaching employment, education or training, please provide the period covered and an explanation for the gap.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From – to Month/year | Employer/provider's name and address | Job title/course attended | Description and role/course | Reason for leaving |
|  |  |  |  |  |

References



Please give names and addresses of two persons from whom confidential references may be obtained. If appropriate, these should normally include your present Headteacher. Where you are not currently working with children but have done so in the past, one referee must be the employer by whom you were most recently employed in work with children. Referees will be asked whether they are completely satisfied that the candidate is suitable to work with children or to work in an environment where children are present and if not, to provide specific details or concerns, including details of any disciplinary offences relating to children. In addition, Haileybury may approach any previous employer/relevant person for information to verify particular experience, qualifications or the candidate's suitability to work with children. Please note, open testimonials and references entitled 'To Whom it may Concern' are not acceptable. References will not be accepted from relatives or referees writing solely in the capacity of friends.

Current/most recent employer (contact name, address, email address and telephone number)

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Email address …………………………………………………..……..

A previous employer (contact name, address, email address and telephone number)

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Email address …………………………………………………..……..

Additional information



Please provide a statement of personal qualities and experience that you believe are relevant to your suitability of this position and how you meet the person specification. (You may, if you wish, submit this information as part of a covering letter).

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Other skills and interests



Please include any extra curricular activities undertaken, sporting or otherwise.

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Declaration



Please provide details of any family or close relationship to existing Haileybury employees (including members of Council) or Haileybury Students.

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Work permits



Are there any restrictions to your residence in the UK that might affect

your right to take up employment in the UK? Yes / No

If you are successful in your application, would you require a work permit

to work in the UK? Yes / No

Notes



1. Candidates are reminded that canvassing of members of the School’s Governing Body (Council) will disqualify their application.

2. Providing false, misleading or incomplete information or statements is an offence and could result in this application being rejected or summary dismissal if the applicant has been selected and possible referral to the police.

3. Completed application forms, together with any covering letter, should be submitted by the published deadline.

# **Haileybury adheres to the Data Protection Act 1998. In order for us to process your application for employment we capture information about you. All information will be kept confidential. We will only use it to process your application for employment. Your criminal record is used to enable us to discharge our legal obligations as a school. We destroy this information once we have obtained it and simply log the fact that we have seen it. By signing and returning this application form, you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.**

# **Haileybury is committed to safeguarding and promoting the welfare of Children and young people and expects all staff to share this commitment. Applicants must be willing to undergo Child Protection screening, including reference checks with previous employers and a criminal records check via the Disclosure and Barring Service.**

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**Declaration**

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with Children, am not named on the DfES List 99, the Children's Barred List or the Protection of Children Act List, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council) and either please (delete as appropriate):

I have no convictions, cautions or bind-overs.

**Or**

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked private and confidential.

Please note, answering identifying that you have had a conviction, caution or bind-over does not necessarily ban you from appointment. However, you are required to give details as the post for which you are applying is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended. All convictions, cautions and bind-overs including those regarded as ‘spent’ must be declared. A subsequent offer of appointment will be dependent upon the completion of a satisfactory Disclosure and Barring Check.)

I agree that if my application is successful a Disclosure and Barring check for criminal convictions/actions will be made and that I will complete a medical questionnaire. I also confirm that I am willing to undergo a medical examination and that a medical advisor appointed by Haileybury may consult my own doctor (in accordance with the legislation relating to access to medical records).

Failure to comply with the above or failure to disclose relevant convictions, cautions, bind-overs or any other relevant information, may result in the withdrawal of an offer of employment or summary dismissal if the applicant has been selected.

# I hereby certify that the entries on this form are complete and correct to the best of my knowledge.



Signed…………………………………………… Date……………………..

Please return this application form, together with your covering letter, to:

**The Master, Haileybury, Hertford, Herts SG13 7N**

Equal opportunities monitoring form



Haileybury is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality and ethnic or national origins), sexual orientation, trade union membership, religion or belief.

This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our employees.

This form will be kept separate from your application form and will be kept securely. Unsuccessful applications are normally kept for 6 months and then destroyed as confidential waste. Data collected from successful applicants will be recorded on their personal records.

We would be grateful if you would fill in this form and return it with your application form. You are not obliged to answer all questions, but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. Thank you for your assistance.

*Please complete in block capitals or type script, ticking the boxes which most closely relate to you.*

Name ……………………………………………………

**1. Please state which job you have applied for and the date of you application:**

Job applied for ……………………………………………………

Date of application ……………………………………………………

**2. Where did you hear about the job for which you have applied?**

Teaching publication, e.g. The TES □ If ticked, please specify which publication

…………………………………………………..

Newspaper □ If ticked, please specify which newspaper

…………………………………………………..

School website □ Agency □

Friend □

Other □ If ticked, please specify.

…………………………………………………..

**3. What is your gender?**

Male □ Female □

**4. Is your age between:**

16-24? □ 25-34? □

35-44? □ 45-54? □

55-64? □ 65+? □

**5. How would you describe your nationality and/or ethnicity:**

**White: Black or black Chinese or other**

**British: ethnic Group:**

British - English □ Caribbean □ Chinese □

Scottish □

Welsh □

Irish □ African □ Any other □

ethnic Group

Any other white □ Any other □

background black background

**Mixed race: Asian or Asian**

**British:**

White and black □ Indian □

Caribbean

White and black □ Pakistani □

African

White and Asian □ Bangladeshi □

Any other mixed □ Any other □

background Asian background

**6. How would you describe your religion?**

My religion is ………………………………………………………………………………………..……….

I am not religious □ Prefer not to say □

Signed…………………………………………….…………………..

Date……………………..….……………………………………

Please return this **Equal opportunities monitoring form** in a sealed envelope, attached to your completed application form.