

Employment Application Form

Hall School Wimbledon is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Employment at the school is subject to satisfactory pre-employment checks including: Enhanced Level Criminal Records Bureau disclosure or overseas Police checks where necessary; identity; eligibility to work in the UK; qualifications; health clearance; and references.

Position applied for:

1. PERSONAL DETAILS

Surname/Family Name:	Title:	Date of Birth:
Forename/s:	Any other name(s), including maiden name, and date(s) of change:	
Address:		
Home Telephone Number:	Mobile Number:	
Email:		
Work Telephone number:	May we call you at work? <i>(please delete)</i> YES/NO	
National Insurance Number:		
Please give details of any pension scheme to which you belong.		

2. PRESENT OR MOST RECENT EMPLOYMENT

Please give details of your present or most recent employment.		
Job title:	Start Date:	To:
Notice required:	Current Salary/Grade: (If applicable, please state various components e.g. management allowances)	
	Hours:	
Employer's Name and Address:		
Telephone Number:		

Brief description of current duties and responsibilities:
Reason for leaving:

3. HISTORY

Please list below your employment history starting with the most recent. Include details of voluntary work and employment on a temporary contract or via an employment agency. Please continue on a separate sheet if necessary. Any periods of non-employment, including any periods spent abroad, must also be recorded in the section below.

You must account for all your time since leaving full time education.

Position Held:	Grade and Salary:
Employer's Name and Address:	
Date Started (dd/mm/yy):	Date Finished (dd/mm/yy):
Brief description of key duties:	
Reason for leaving:	

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Employer's Name and Address:	
Date Started (dd/mm/yy):	Date Finished (dd/mm/yy):
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Reason for leaving:	

Position Held:	Grade and Salary:
Employer's Name and Address:	
Date Started (dd/mm/yy):	Date Finished (dd/mm/yy):
Brief description of key duties:	
Reason for leaving:	

Periods of Non-Employment

Please indicate nature/reasons for any periods of non-employment, including any time spent abroad, with dates (dd/mm/yy).

4. MEMBERSHIP OF PROFESSIONAL BODIES / PROFESSIONAL QUALIFICATIONS

Name of Body	Qualification Class / Grade of Membership	Examination leading to Membership	Date Obtained

DfES Reference Number	Do you have Qualified Teacher Status?
	YES <input type="checkbox"/> NO <input type="checkbox"/>

5. EDUCATION, TRAINING AND QUALIFICATIONS

Starting with the most recent please give details of educational qualifications you have obtained. Candidates will be required to bring original certificates of qualifications listed to interview.

HIGHER EDUCATION

Name of Higher Education University / College	Qualification	Date Taken / to be Taken	Grades

FURTHER EDUCATION

Name of Higher Education College / School	Qualifications and Dates	Subjects	Grades

ANY OTHER RELEVANT QUALIFICATIONS OR TRAINING

School / College	Qualifications and Dates	Subjects	Grades

6. DISABILITY

Please outline any reasonable adjustments that could be made to assist you during the selection process. For example, if invited for interview would you need any particular arrangements?

7. PRE-EMPLOYMENT HEALTH DECLARATION

I understand that all offers of employment are subject to satisfactory completion of a pre-employment health declaration which will include questions on the following:

1. Epilepsy, Blackouts, Fits or Faints
2. Asthma, Chronic Bronchitis, Emphysema, Tuberculosis
3. Chest pain, Heart Attack, Angina, other Heart conditions, Stroke
4. Diabetes
5. Mental Illness, Nervous Breakdown, Depression, Anxiety, Stress.
6. Drug or Alcohol problems
7. Back Pain including Sciatica, Slipped Disc, Neck Pain
8. Bone, Muscle or Joint problems.
9. Skin Conditions, Dermatitis, Eczema, Psoriasis
10. Abdominal, Bowel or Bladder problems
11. Specific Allergies
12. Any other condition which may be, or is still, affecting you

Any false statement may affect any employment, or lead to disciplinary action.

I understand that I may also be required to attend an Occupational Health referral and/or medical examination and/or further information may be sought from my GP prior to any appointment being confirmed.

Hall School Wimbledon would use the information for the purpose of pre-employment health assessment only.

I understand that all offers of employment are subject to satisfactory health reference requests to present and/or previous employers which could include the following questions:

The number of days you have been absent from work due to sickness in the past twelve months.

The number of episodes of absence this represents.

Your usual level of sickness absence.

If your attendance and/or absence has led to the initiation of any relevant procedures.

Do you consent to us asking for this information? *(please tick)* YES NO

The School has a policy for managing sickness absence, however, it recognises that some (but by no means all) disabled job applicants may suffer disability related absence and, as such, 'reasonable adjustments' may need to be considered.

8. REFEREES

Please provide details of two referees, one of whom must be your present or most recent employer and the other should be a previous employer. If you have not been in paid employment please give the name of the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

May we contact your referees prior to interview? *(please tick)* YES NO

Name of Referee:		
Job Title:		
Address:		
Date of Employment / Study	From:	To:
Relationship with Referee (e.g. Line Manager):		
Telephone Number:	Fax Number:	
Email:		

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Telephone Number:	Fax Number:	
Email:		

9. EMPLOYMENT RESTRICTIONS

Are there any restrictions affecting your ability to take up employment in the UK? *(please tick)*

YES NO

What is your current visa status? Date of Expiry (dd/mm/yy):

If you are offered this job, will you have any other paid work? (please tick)	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please give the following details:	
Employer(s):	
Nature of Work:	
Number of hours per week:	Working Times:
Dates required to work:	

10. REHABILITATION OF OFFENDERS ACT 1974

Any unspent convictions, cautions, reprimands or warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) must be disclosed to the School.	
Have you ever been convicted of a relevant criminal offence? (<i>please tick</i>)	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please attach details in a sealed envelope marked 'Confidential' addressed to the Principal	
A new Enhanced Level Disclosure and Barring Service (DBS) check of criminal records will normally be required for this post. Access to the application process will be provided. Subscription to the DBS Update Service is a condition of employment.	
Other standard checks before your employment commences include accessing lists of 'Teachers and Others' prohibited from the profession; GTC sanctions; Secretary of State directions; Induction and Probation Failures; and sanctions imposed by EEA authorities.	
Do you have an existing Enhanced level DBS? (<i>please tick</i>)	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
Issue date (if known):	

11. DECLARATION

<p>DATA PROTECTION ACT 1998</p> <p>I understand that the information given on this form will be used by the employer for:</p> <ul style="list-style-type: none"> the purpose of processing my application for employment, and if my application is successful, recording information relevant to my employment. <p>I hereby declare that I have answered all questions honestly and completely to the best of my knowledge and have not omitted and misrepresented any information which may have a bearing on my proposed employment. Should any pre-employment checks prove to be unsatisfactory any contract of employment will be terminated.</p>

Signature of Applicant

Date

Please detach and retain the Applicant's Checklist overleaf. All original documents requested must be provided by shortlisted candidates at interview.

Please indicate if you would be interested in training for the following voluntary positions if your application is successful:

Fire Marshall

First Aider

Applicant's Checklist

All *original* documents to be brought to interview:

Criminal Records Bureau Disclosure

Enhanced Level Disclosure Document

(If an application form for a first/enhanced level check is required please tick

Identity

Either:

- A current passport including a photograph, or
- A current UK driving licence (preferably with the paper counterpart) or
- A full birth certificate or adoption certificate

AND

- Where appropriate, change of name documentation (such as marriage certificate).

In addition, two recent documents, one of which should show home address, from the list above or from the following:

- Mortgage statement - issued in the last 12 months
- Bank/Building society - issued in the last 3 months
- Credit card statement - issued in the last 3 months
- Financial statement e.g. pension - issued in the last 12 months
- P45/P60 statement - issued in the last 12 months
- Council tax statement - issued in the last 12 months
- Utility bill (not mobile telephone statement) - issued in the last 3 months
- Benefit statement - issued in the last 3 months
- Work permit or visa – valid up to expiry date
- Central/Local/Government Agency document e.g. HM Revenue and Customs - issued
in the last 3 months

Right to work in UK

In order to fulfil our legal obligations we need to see proof that you are eligible to work in this country.

Please supply

- One of the documents included in List 1 (attached) – e.g UK / EEA passport
OR
- Two of the documents from one of the combinations given in List 2 (attached)

Qualifications

Certificates of all listed qualifications. □

Information for Job Applicants Asylum and Immigration Act 1996

List 1

Any one of the following documents should be provided:

- A passport showing the holder is a British Citizen, or has a right of abode in the United Kingdom;
- A national passport or national identity card showing that the holder is a national of a European Economic Area (EEA) country or Switzerland;
- A residence permit issued by the Home Office to a national from the EEA or Swiss national;
- A passport or other document issued by the Home Office with an endorsement stating that the holder has a current right of residence in the UK as a family member of an EEA or Swiss national who is resident in the UK;
- A passport or other travel document endorsed to show the individual can stay indefinitely in the UK or has no time limit on their stay;
- A passport or other travel document endorsed to show that the holder can stay in the UK and is permitted to do the type of work offered if they do not have a work permit;
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

List 2

Please note that you are not able to combine documents from the first and second combinations below.

FIRST COMBINATION

- A. A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a government agency.

PLUS one of the following:

- B. A full birth certificate issued in the UK which includes the names of the holder's parents; or
- C. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; or
- D. A certificate of registration or naturalisation stating that the holder is a British citizen; or
- E. A letter issued by the Home Office stating that the person can stay indefinitely in the UK, or has no time limit on the stay; or
- F. An Immigration Status Document issued by the Home Office to the person with an endorsement indicating that the person can stay indefinitely in the UK, or has no time limit in their stay; or
- G. A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work you are offering; or
- H. An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work you are offering.

SECOND COMBINATION

- A. A work permit or other approval to take employment that has been issued by Work Permits UK.

PLUS one of the following:

- B. A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take up the work permit employment offered; or
- C. A letter from the Home Office confirming that the person is able to stay in the UK and can take up the work permit employment offered.

Additionally, nationals from Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia, will be required to register with the Home Office.