

Application Form

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| Position Applied For: | | | | |
| Personal Details | | | | |
| Surname: |  | Title:  (Mr, Mrs, Ms, Dr, Other) |  | |
| First names: |  | Are you eligible to work in the UK?: |  | |
| NI number: |  | |
| Previous names: |  | Email: |  | |
| Contact address: |  | Home telephone no: |  | |
| Postcode: |  | Work telephone no: |  | |
|  |  | Mobile telephone no: |  | |
| Present Post | | | | |
| Present Post (title): |  | Date Appointed and hours worked: | |  |
| Name & Address of Employer: |  | Duties/ Responsibilities: | |  |
| Current salary/total package: |  | Reason for Leaving: | |  |

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| B. University, College, other institutions (other than initial teacher training).  Give dates and state whether full-time or part-time courses | | | | | |
| Name of institution: | | | | From: (Month/Year) | To: (Month/Year) |
| 1. |  | | |  |  |
| Degree/Diploma/Title: | | P.T./F.T | Subjects  (main and subsidiary) | Hons (with class)  or pass grade | Date of award |
| 1. |  |  |  |  |  |

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| C. Secondary Education | | |
| Name of institution (give dates) | | |
| 1. |  | |
| 2. |  | |
| Academic qualifications (give subjects, grades and dates) | | |
| GCE ‘O’ Level, GCSE (or equivalent) | | |
| ‘A’ Levels (or equivalent) | | |

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| Previous Employment | | | | | |
| Please give details of ALL full and part-time work including particulars of ALL paid and unpaid employment or experience after the age of 18. For example, commercial experience, raising family, youth work, voluntary work, VSO, work overseas. Complete the columns working backwards from the present date. Please leave NO gaps. | | | | | |
| Dates  FROM:(M)/(Y)  TO: (M)/(Y) | Job title, employer name, address  Type of business or activity | Salary scale  Include responsibility points | P.T / F.T.  State  proportion | Reasons for leaving | |
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| **Breaks in Employment History** |
| **If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training, long periods of sickness etc.** |
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| In-service Training & Development | | | |
| Give details of relevant courses and training undertaken in the last five years | | | |
| Dates and duration | Title of course / training  (incl. Home Study and  Distance Learning) | Name of provider  e.g. LA, College etc. | Qualification obtained (if any) |
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| **Professional Membership** | | |
| **Please give details of any professional body membership which you hold** | | |
| **Start date** | **Professional Body** | **Membership Level** |
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| **References** | | |
| **Please give the names, addresses and email of employment referees covering a 5 year period who can be consulted regarding your professional ability for the post. One of the referees must be the Chair of Governors or Headteacher of your present or most recent school, and the other from your local authority (or an equivalent person). If not, we reserve the right to request one. References requests will be made by email and will be taken up before an offer of employment is made. It is the candidate’s responsibility to ensure that referees are made aware that they will be contacted and of timescales for providing references** | | |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

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| **Statement in Support of Application** |
| **Please use the information in the recruitment details to explain how your experience and interests show you are equipped for the post. You should also refer to** [**www.hackneynewprimaryschool.org**](http://www.hackneynewprimaryschool.org) **and demonstrate an understanding of the school’s vision and how we differ from other primary school.**  **Please keep your statement to 2 sides of A4, minimum font size Arial 10** |
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| **Protection of Children**  We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. | | | |
| **Disclosure of criminal background of those with substantial access to children is required** | | | |
| **Have you ever received a bind-over order, reprimand, formal warning, caution or been convicted of a criminal offence? Please answer Yes or No in the box** | | |  |
| **Answering YES does not necessarily ban you from appointment. If YES, you are required to give details as this post, for which you are applying, is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended). A subsequent offer of appointment will be dependent upon the completion of a satisfactorily enhanced criminal disclosure application form.** | | | |
| **Criminal convictions, cautions, reprimands or formal warnings** | | | |
| **Date** | **Offence** | **Sentence** | |
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| **Have you had an enhanced DBS check in the past two years?**  **Please state reference number and give details:** | | | |

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| **Disclosure of Relationship** |
| **Are you related by marriage, blood or as a co-habitee to any elected member or Senior Officer of the local authority, or a member of the School Governing Body?** |
| **If yes, please state the name, relationship and position held.** |
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**Declaration**

I hereby give my consent for the school and its appointed agents to process and retain on ﬁle information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be processed in accordance with data protection legislation.

The information supplied by you will be subject to verification and the school may contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc. The school may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

By signing this form you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.

Declaration

The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post.

**Signature Date**

The school is committed to safeguarding and promoting the welfare of children and young persons and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

**Where to send your completed form**

Thank you for taking the time to complete this application form. Please take the time to check that you have completed all sections. Please email your application to: [**primary@hackneynewschool.org**](mailto:jobs@hackneynewschool.org)

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| **Longlisted Candidates will be asked to sign a hard copy of this form at interview.** |

**Rehabilitation of Offenders Act 1974**

Any information you give will be strictly confidential.

We ask for details of any unspent criminal convictions you may have. If you have an unspent criminal conviction we will look at it in relation to the job you have applied for before making a decision. We will treat it in the strictest confidence. Failure to disclose any ‘unspent’ or ‘spent’ (if relevant) convictions may result in the offer of employment being withdrawn. If already appointed you could be dismissed without notice.

There are specific job categories which are exempt under the provisions of the Act. This means that you must declare ‘spent’ or ‘unspent’ convictions for work in these categories. If you are applying for a job in any of the following categories, you MUST disclose all details of any caution or criminal offence:

• Work involving access to children, for example, school based staff, Youth Service etc.

• Work involving the provision of services to persons under the age of 18 which includes social services, care, leisure and recreational facilities and the provision of accommodation

• Work involving the provision of social services to persons:

- over the age of 65

- suffering from serious illness or mental disability of any description

- addicted to alcohol or drugs

- who have a sensory impairment

- who are substantially and permanently disabled by illness, injury or congenital deformity

**Rehabilitation Periods**

**The following list includes sentences which are subject to rehabilitation under the Rehabilitation of Offenders Act :**

For a sentence of imprisonment, or youth custody or detention in a young offenders’ institution,or corrective training for a term exceeding 6 months but not exceeding 30 months 10 years

For a sentence of imprisonment, or youth custody or detention in a young offenders’ institution, or corrective training for a term not exceeding 6 months 7 years

For a sentence of imprisonment of 6 months or less 7 years

For a sentence of borstal training 7 years

For a fine or other sentence (eg a community service order) for which no other rehabilitation period is prescribed 5 years

For an absolute discharge 6 months

For a probation order, conditional discharge or bind over; and for fit person orders, supervision orders or care orders under the Children and Young Person Acts (and their equivalents in Scotland) 1 year, or until the order expires (whichever is the longer)

For detention by direction of the Home Secretary:

From 6 months to 2.5 years 5 years

From 6 months or less 3 years

For a detention centre order not exceeding 6 months 3 years

For a remand home order, an approved school order, or an attendance order The period of the order and a further year after the order expires

For a hospital order under the Mental Health Acts The period of the order plus a further two years after the order expires five years from the date of conviction whichever is the longer

**The following rehabilitation periods are for specific types of military punishment, with these rehabilitation periods being halved for offenders under the age of 17 at conviction.**

For cashiering, discharge with ignominy or dismissal with disgrace 10 years

For simple dismissal from the service 7 years

For detention 5 years

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**REQUEST FOR SUPPLEMENTARY INFORMATION**

You are asked to complete this request for supplementary information in connection with your application for a post at Hackney New Primary School. Please note that this information will not be referred to when selecting candidates for interview, nor will it be divulged to the members of the interview panel prior to interview but will be detached from the main application form as soon as it is received. The information will enable Hackney New School to follow best practice in its recruitment policies and to comply with relevant employment legislation.

Hackney New Primary School is committed to continuing to develop its Equal Opportunities Policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including training and promotion and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.

Hackney New Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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| **ADDITIONAL PERSONAL DETAILS - FOR SAFEGUARDING CHECKS** | | |
| Title: | Forenames (in full): | Surname: |
| Date of birth: | | |
| Address:  *If resident at current address for less than 5 years please provide previous addresses during this period.* | | |

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| **EQUAL OPPORTUNITIES MONITORING INFORMATION** |
| Please complete the following, ticking one box per section:   1. Are you: □ - Single □ - Married □ - Separated   □ - Widowed □ - Divorced □ - Partnered   b) Gender: □ - Male □ - Female  c) Ethnic origin:    **White**  □ - British □ - Irish  □ - Any other White background   **Mixed**  □ - White and Black Caribbean □ - White and Black African  □ - White and Asian □ - Any other mixed background   **Asian or Asian British**  □ - Indian □ - Pakistani  □ - Bangladeshi □ - Any other Asian background   **Black or Black British**  □ - Caribbean □ - African  □ - Any other Black background    **Chinese** □    **Any other ethnic background** □  I do not wish an ethnic background category to be recorded □  d) Do you require a work permit for this employment? |

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| **HEALTH INFORMATION** |
| Hackney New Primary School is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following question is to ensure that the School complies with its obligations under the Equality Act 2010. For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.  Do you require any special arrangements or adjustments to enable you to attend an interview or to assist you at interview?    If Yes, please give details: |

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| **DECLARATION** |
| * I confirm that the information I have given on this Request for Supplementary Information is true and correct to the best of my knowledge. * I understand that providing false information is an offence, which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * I consent to the School processing the personal data given on this form including any 'sensitive' personal data, as may be necessary during the recruitment and selection process.     Signature: Date:    **Longlisted candidates will be asked to sign a hard copy of this form at interview** |