

HANDCROSS PARK



Post Applied for:

Where did you see the post advertised? (Please specify publication or website below)

Newspaper -
.....

Online -
.....

Other -
.....

Application Form – Teaching Staff

Please complete all sections of the application form

Applications should be accompanied by a typed letter addressed to the Headmaster explaining your suitability for the Post

Personal Details:

Title:	First name(s):	Surname:
Previous name (s):	National Insurance no	
Address:		Post Code:
Telephone no:	Mobile no:	
Email address		DOB:

Current Employment:

Present occupation:	Salary:
Length of service with current employer:	Notice period required:

Please note here if you are related to any current employees, pupils or governors giving their name and the nature of the relationship:

Employment History: (most recent first) Please detail any gaps in employment e.g. travelling, or looking after children.

<u>Employment dates</u>		<u>Employer(inc address)</u>	<u>Position held</u>	<u>Reason for leaving</u>
<u>From</u>	<u>To</u>			

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Please continue on a separate sheet if necessary.

References: Please give the name, address and telephone number of two contactable referees one of whom should be your most recent employer. References will not be accepted from relatives OR from people writing solely in the capacity of friends. Please note that any previous employer may be approached for a reference.

Name Address Phone no Occupation Capacity known E mail address Can this referee be contacted prior to an offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name Address Phone no Occupation Capacity known E mail address Can this referee be contacted prior to an offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Education, Qualification and Training:

<u>School</u>	<u>Qualification</u>	<u>Grade</u>	<u>Date</u>

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Education, Qualification and Training:

University	Qualification	Grade	Date

Please continue on a separate sheet if necessary.

Other skills: Please list any other skills, hobbies or interests relevant to the post

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QUALIFIED TEACHER STATUS

Do you have Qualified Teacher Status (QTS)? **YES** **No**

If yes, please provide your seven digit TRN/DFES/DCSF number:

A typed letter of application containing an account of your suitability for this post should accompany this form.

Have you lived or worked outside of the UK for a continuous period of 3 months or more in the last 10 years?

YES

NO

OVERSEAS CHECKS: If you have lived outside of the UK for a period of three months or longer within the last ten years, please state the dates and country/ies below (e.g. France 09/2019-02/2020) and be aware that you will need to provide the School with an Overseas Criminal Record Check from the country/ies. If you have not lived outside of the UK for a period of three months or longer within the last 10 years please state N/A:

If YES please state the dates and country/ies below (eg; France 09/2019-02/2020)

Right to work in the UK

Are you currently eligible for permanent employment in the UK?

YES

NO

If you are not a UK passport holder please provide details of your right to work in the UK:

DBS Checks, Social Media and other related checks:

DBS: Providing false information is an offence and could result in your application being rejected, summary dismissal if you have been appointed and referral to the police. Should you be appointed to a post an enhanced disclosure will be requested from the Disclosure and Barring Service.

Have you included either of the following in a sealed envelope marked confidential for the attention of the Bursar?
-Details of any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)**

-Anything you would like the School to know in advance of any online search that may be carried out prior to an interview.

Yes No

*** The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or a caution should be disclosed can be found at the Disclosure and Barring Service website:*

<https://www.gov.uk/government/publications/dbs-filtering-guidance> and the Ministry of Justice website.

I hereby declare that I am not on the DBS Barred List (List 99), disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. the Department for Education (DfE), and have no convictions, cautions, reprimands, warnings or bind-overs other than those disclosed to the Bursar where applicable. I declare that the information given on this application form is true and accurate.

Signed:

Date:

I hereby declare that should I be appointed to a post at Handcross Park, I give permission for the school to see my DBS certificate and undertake to send it to Handcross Park immediately on receipt for review. I also confirm that if I am subscribed to the Update Service either now or in the future that Handcross Park has my on-going consent to make online status checks. I confirm that I have read the Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

Signed:

Date:

DATA PROTECTION –

• The information you give us in this form is used by the School to consider your application. Personal data in this form is stored securely and appropriate technical and organisational measures are in place to ensure its security.

*References. The School collects information about you from third parties, for example references from former employers. If your application is successful and you accept employment at the School, we will retain your information as long as we need for the uses listed above and in accordance with the IICSA and any subsequent regulations that come into force. If your application is unsuccessful, we will retain this information for 6 months and will then destroy any information held electronically on in paper form. For more information about how the School uses your information, please see our data protection policy on the School's website:

<https://www.handcrossparkschool.co.uk/information/documents-downloads/policies>

• This post is exempt from the Rehabilitation of Offenders Act (1974). A criminal record will not necessarily be a bar to obtaining a position with Handcross Park School; the School's policy is available on request.

• Handcross Park School has a policy on the storage, disposal and handling of information relating to the DBS process. For a copy please contact the Bursar at bursar@handxpark.com

- If you are currently working with children (on a paid or voluntary basis) your current employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired.
 - Your date of birth is necessary so that Handcross Park School may verify the identity of all applicants.
- The School does not discriminate on the grounds of age. Handcross Park School is an equal opportunities employer.

Declaration:

I hereby declare that the information given on this application form is true and accurate.

Signed:

Date:

FT: January 2021