

**APPLICATION FORM PROFESSIONAL/SUPPORT POST**



POST

Please ensure that you return this form on or before the date and time stated in the advertisement

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| FIRST NAME(S) |  | | |
| LAST NAME |  | TITLE |  |
| HOME ADDRESS |  | TOWN/CITY |  |
| COUNTY |  | POSTCODE |  |
| TELEPHONE |  |  | |
| EMAIL |  |
| TEACHER REF. NUMBER |  |
| NI NUMBER |  |

Permission to work in the United Kingdom (UK)

Are there any restrictions on your rights to work in the UK? (TICK AS APPLICABLE) Yes ☐ No☐

If Yes to above, please provide further information

PLEASE NOTE: PERMISSION TO WORK WITH A PREVIOUS EMPLOYER OR IN A PREVIOUS POST IS NOT TRANSFERABLE

## Qualifications and Training

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DETAILS OF TEACHING QUALIFICATIONS OBTAINED OR IN PROGRESS | | | | | |
| Name of college, university or other institution, location | Inclusive dates, month and year | | Degree/PGCE/ Other | Grade/Class (or state if still in progress) | Main subject and age range |
| Fro m | To |
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| --- | --- | --- | --- | --- | --- |
| DETAILS OF DEGREES/DIPLOMAS AND ANY OTHER QUALIFICATION OBTAINED OR IN PROGRESS | | | | | |
| Name of college, university or other institution, location | Inclusive dates, month and year | | Degree/PGCE/ Other | Grade/Class  (or state if still in progress) | Main subject & age range |
| From | To |
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| --- | --- | --- |
| SECONDARY SCHOOL(S) OR EQUIVALENT | | |
| Name of school/college, location | Examinations passed | |
| Date | Subjects (with grades) |
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| --- | --- | --- |
| DETAILS OF ANY RELEVANT SHORT COURSES ATTENDED IN THE PAST FIVE YEARS | | |
| Date | Course Title | Provider |
|  |  |  |
|  |  |  |
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|  |  |  |
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|  |  |  |

**Employment History**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DETAILS OF CURRENT OR MOST RECENT EMPLOYMENT | | | | | |
| Name and address of employer | Position held | Full/part time | Inclusive dates (month & year) | | Reason for leaving (if  applicable) |
| From | To |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **PAYSCALE/OR GRADE AND CURRENT SALARY, ALSO INDICATE ANY ALLOWANCE(S) AWARDED AND LEVEL OF PAYMENT** | |
| Type of Payscale or Grade | Current Salary |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT, VOLUNTARY WORK OR OTHER ACTIVITIES** | | | | | |
| *Please complete with most recent employer/other activities first, detailing gaps between employment/other activities e.g. bringing up family, time spent travelling, periods of unemployment etc. Please include any voluntary work or school based work experience. Please account for any periods since leaving school/university to ensure a chronological order of employment or other activity since leaving school.* | | | | | |
| Name and address of employer | Position held | Full/part time | Inclusive dates (month & year) | | Reason for leaving |
| From | To |
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**Leisure Activities**

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying

**Personal statement in support of application**

In this section you are asked to detail how your knowledge, skills and experience, or any other factors, relate to the criteria listed on the person specification and job description.

**Referees**

Please list referees who can comment on your skills and abilities to carry out the duties of the post for which you are applying. One of these must be your current line manager/ last employer. If your employer is/was a school, the referee provided must be the Headteacher. Our normal practice is to take up references prior to interview.

**Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name of Employer |  |
| Position |  | Telephone |  |
| Email | |  | |
| Address | |  | |
| How is the above known to you? | |  | |

May we contact this referee prior to interview?

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name of Employer |  |
| Position |  | Telephone |  |
| Email | |  | |
| Address | |  | |
| How is the above known to you? | |  | |

May we contact this referee prior to interview?

### Declaration of criminal offences

The school is required to give you the opportunity to voluntarily declare all 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). You will be provided with a self-declaration form by the school shortly. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a disclosure application that will be sent to the Disclosure & Barring Service (DBS). The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

The DBS now offers an update service which keeps DBS certificates up to date and allows employers to make an online check, with an applicant’s consent. This applies where the type and level of check are identical and in the same workforce area (e.g. schools).

Please confirm if you currently subscribe to the update service: YES ☐ Certificate Number: NO☒

### Declaration

Do you have a close relationship with, and/or are you related to, anyone in school or a school governor?

|  |  |  |
| --- | --- | --- |
| No ☐ | If Yes, please state detail |  |

*I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a regulatory body.*

*In accordance with the Data Protection Act 1998, I agree that information I have provided may be held and used for personnel reasons.*

*I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.*

*I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.*

*I hereby declare that information given on this form is complete and accurate.*

|  |  |
| --- | --- |
| NAME | SIGNATURE |
| DATE |

You will be asked to sign this at interview which then makes it a legal document

### Childcare (Disqualification) Regulations 2009

The Department for Education (DfE) has revised its Statutory Guidance “Keeping Children Safe in Education”.

This update requires schools which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009.

A person may be disqualified through

1. having certain orders or other restrictions placed upon them
2. having committed certain offences
3. living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)

### Upon appointment an education setting may, therefore, require you to sign a declaration confirming that you are not disqualified under those Regulations from working in schools.

How did you find out about this job?

## Additional Information

For further information please contact:

Human Resources, Hockerill Anglo-European College, Dunmow Road, Bishop’s Stortford, Hertfordshire, CM23 5HX

+44 (0)1279 658451 F +44 (0) 1279 755918 Email:

[recruitment@hockerill.com.](mailto:recruitment@hockerill.com)

EQUAL OPPORTUNITIES MONITORING FORM

Applicant’s Full Name

Hockerill Anglo-European College operated a policy of equal opportunity. To help us develop and implement this policy we have a monitoring procedure. We would be grateful if you would complete the sections below. This information will be treated in the strictest confidence and will not form any part of the selection process.

# GENDER

|  |  |  |
| --- | --- | --- |
| Male | Female | Prefer not to disclose |
| Date of Birth: |  |  |

ETHNIC ORIGIN

The Commission for Racial Equality and the British National Census Office currently recommend the following ethnic origin categories. Please choose one selection from a) to

e) then tick the appropriate box to indicate your cultural background. Please specify if the cultural background is other.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| a) | White | British | Irish | Other |  |
| b) | Mixed | White & Black Caribbean | White & Black African | White & Asian | Other |
| c) | Asian or Asian British | Indian | Pakistani | Bangladeshi | Other |
| d) | Black or Black Irish | Caribbean | African | Other |  |
| e) | Chinese or ethnic group | Chinese | Other |  |  |

# DISABILITY

Do you have any disability which may require special arrangements? Yes No

For further information please contact:

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