



**HIPPERHOLME
GRAMMAR**

APPLICATION FOR EMPLOYMENT

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. It is an offence to apply for a role if you are barred from engaging in regulated activity related to children.

Position applied for	
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1. Personal Details

Title	Mr / Mrs / Miss / Ms / Dr / Other (please specify)
Full name	
Previous name(s)	(if applicable)
Preferred name	
NI number	
Telephone number	(home) (mobile)
Email	
Address	
Postcode	
How long have you lived at this address?	years months If less than 5 years, please provide all previous addresses for the past 5 years
Previous address and postcode	
Length of time at this address	years months
Previous address and postcode	
Length of time at this address	years months

2.Right to Work in UK

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	
If yes, please provide details	
If you are successful in your application would you require a work permit prior to taking up employment?	
Have you ever lived and/or worked outside of the UK?	
If yes, please provide details	
Do you hold a Certificate of Good Conduct for your time spent abroad?	(if applicable)

3. Academic and Vocational Qualifications

Please provide details of all academic and vocational qualifications (Degree, NVQ, A levels, GCSEs etc).

Award / Qualification	Awarding Body	Date Obtained	Grade (if appropriate)

4. Work Related Training / Professional Development

Name of Course (and award if gained)	Provider	Full time / part time / seconded	Date from MM/YY	Date to MM/YY

5. Outside Interests

Please provide details of interests that you have outside of work.

6. Further Education and Career History

Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.

Please start with your current or most recent employer and in each case record the reason for leaving employment.

Please provide explanations for any periods not in employment, further education or training.

Employer / Training Establishment	Position held / qualifications with subjects and grades	Date from MM/YY	Date to MM/YY	Reason for leaving

7. Current Salary

Salary (basic)	Additions (please indicate what these are for)

8. Personal Statement

Please set out in detail your suitability for the post, how your knowledge, skills and experience evidence that you meet the requirements for this post and how you would like to contribute to the co-curricular life of Hipperholme Grammar School. Give examples where appropriate and details of relevant experience and skills. Please attach an additional sheet if required.

9.References

Please provide at least two professional references. One referee should be your current or most recent employer and must be a senior person with the appropriate authority (ideally the Head/Principal). If not currently working with children, but have done so previously, one reference must be from the employer where you last worked with children. Current or previous employers will be asked about disciplinary offences relating to children and any child protection concerns. References will not be accepted from relatives or people writing solely in the capacity of friends.

	Reference 1	Reference 2
Name (including Title)		
Address		
Phone number		
Email		
Position in company		
Relationship to applicant		

10.Canvassing

Canvassing members of the selection committee or the Governors of the Foundation, both directly or indirectly, is forbidden and will disqualify applicants. A candidate for any appointment under the Foundation shall, when making an application, disclose whether he or she knows either a member of the Governing Body, a member of staff or volunteer at the School. A candidate who fails to disclose any such relationship shall be disqualified from the appointment and if appointed, shall be liable to dismissal without notice.

Are you known to any member or employee of Hipperholme Grammar School Foundation?	Yes / No
If yes, what is the relationship and with whom?	

11. Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be

used in the administration of your employment.

We may check the information provided by you on this form with third parties.

12. Safeguarding checks

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS) and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of employment will be made conditional on obtaining such satisfactory checks.

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England or the Teaching Regulation Agency).

13. Declaration

I certify that to the best of my knowledge, the information given in this application is correct and complete. I understand that any false information or deliberate omissions may lead to my application being rejected, or in the event of my employment, may result in dismissal or disciplinary action and a possible referral to the police and/or DBS. I give the employer the right to investigate all references and to secure additional information about me, such information to be relevant to this application.

Signature	
Date	