**Please return the completed form to** **recruitment@horsforthschool.org****.**

**Note: All correspondence relating to your application will be communicated via email. Please ensure you check your Junk Email.**

**Closing Date:**

**Grade:**

**Application for Employment as:**

**National Insurance No:**

**Title and Full Name**

**If you are selected for interview, are there any dates when you would be unavailable?**

**Address for Correspondence:**

**Postcode:**

**Telephone Number:**

**Email:**

**When would you be available for work?**

**References**

Please give the names and addresses of **two referees** Please ensure you include your most recent employer, or if you are not employed your last employer. Please ensure the referee covers the previous 5 years of your employment. **Please do not provide two referees from the same organisation.**

**Name: Name:**

**Organisation: Organisation:**

**Occupation: Occupation:**

**Address: Address:**

**Postcode: Postcode:**

**Telephone No: Telephone No:**

**Email: Email:**

**Capacity in which known: Capacity in which known:**

**Please note ALL referees will be contacted prior to interview.**

**CONTINUED PROFRESSIONAL LEARNING/TRAINING (appropriate to the role)**

**Course title Provider Course Completed Awards**

|  |
| --- |
|  **SECONDARY, FURTHER AND HIGHER EDUCATION**  |
| **Date (MM/YY)****(from: to:)** | **School, College, University** | **Examinations taken** | **Full/Part time** | **Result/grade** |
|  |  |  |  |  |

|  |
| --- |
|  **CONTINUED PROFESSIONAL LEARNING/TRAINING (appropriate to the role)** |
| **Course title**  | **Provider**  | **Course Completed**  | **Awards** |
|  |  |  |  |

|  |
| --- |
| **Current or most recent position** |
| **Job title** |  |
| **Current employer** |  |
| **Salary** |  |
| **Grade/Allowances**  |  |
| **Start date**  |  |
| **End date** |  |
| **Period of service**  |  |
| **Employing Authority** |  |
| **Previous experience covering the past 5 years** |
| **Name of employer**  | **Job title**  | **Salary**  | **Grade/allowances**  | **Start date** | **End date** | **Period of service** | **Reason for leaving**  |
|  |  |  |  |  |  |  |  |
| **Please show that you have the knowledge required for this role**  |
| **Please show that you have the experience required for this role**  |
| **Please show that you have the skills required for this role**  |
| **Please add any further information in support of this application**  |
|  |

**Please indicate where you saw this vacancy advertised:**

|  |  |
| --- | --- |
| Social media, e.g. Facebook |  |
| Horsforth School website |  |
| TES website |  |
| Leeds City Council website |  |
| Other (please specify) |  |

**CRIMINAL CONVICTIONS – PLEASE READ**

The post you are applying for requires you to have a Disclosure & Barring Service check and you will be required to disclose full details of your criminal history prior to your interview. Having a criminal record is not necessarily a bar to obtaining a post. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn. A DBS check will be carried out for successful applicants – this check for disclosure of criminal history will include spent convictions, pending prosecutions/current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the Trust. Any information given will be completely confidential and will be considered only in relation to this application. We have a written policy on the recruitment of ex-offenders, which is made available at the outset of the recruitment process to any applicants who have made a disclosure.

On the final page of this application form, you will be asked to provide details of any spent and unspent criminal convictions. This information will be treated confidentially and will be removed before shortlisters access your application.

Please visit<http://hub.unlock.org.uk/knowledgebase/filtering-cautions-convictions/> before completing the final section.

**Data Protection Act**

The information you submit will be processed by Horsforth School. Your data will be used for the purposes of Horsforth Schools Recruitment and Selection process. It will be used to monitor the effectiveness of the School’s policies and practices, in particular its Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details, contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

Your information may also be disclosed to the following third parties:

Survey and research organisations (for monitoring purposes only)

Local Government Authorities

Central Government Authorities

Organisations that handle or investigate the proper use of public funds

Law enforcement Authorities.

**CRIMINAL CONVICTIONS – PLEASE COMPLETE IF APPROPRIATE**

**If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1975 (Exceptions) Order 1975 (as amended in 2013), please provide details below.**

**Declaration**

I consent to Horsforth School recording and processing the information detailed in this application form. I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon Horsforth School complying with their obligations under the Data Protection Act 1998.

I can confirm that all information given in this application is accurate and I agree that if my application is successful my appointment will be subject to satisfactory criminal vetting under the legislation for the protection of children.

**Signed: Date:**