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Description automatically generated with medium confidence

Application Form

When completed send by post or email to: **HR Department, The Hammond, Mannings Lane, Chester, CH2 4ES**.

email: [employment@thehammond.co.uk](mailto:employment@thehammond.co.uk)

**READ THIS BEFORE COMPLETING:** This document is created using MS Word form fields and can be filled out by tabbing from field to field.

**Please Note:** CVs or Resumes will not be accepted for applications at The Hammond. Only completed application forms will be accepted for interested candidates.

# Personal Details

|  |  |
| --- | --- |
| Position applied for |  |
| Full name |  |
| Previous name (if any) |  |
| National Insurance Number |  |
| Qualified to work in the UK? | YES NO |

**Contact details**

|  |  |
| --- | --- |
| Mobile telephone |  |
| Home Telephone |  |
| Address |  |
| Email |  |

# Current employment

|  |  |
| --- | --- |
| Position held |  |
| Current school / employer |  |
| Date of employment | From To |
| Current Salary Details |  |
| Duties and reason for wanting to leave |  |

**Previous employment (Please complete at least 10 years of employment history)**

|  |  |
| --- | --- |
| Position held |  |
| School / employer |  |
| Dates of employment |  |
| Duties and reason for leaving |  |

|  |  |
| --- | --- |
| Position held |  |
| School / employer |  |
| Dates of employment |  |
| Duties and reason for leaving |  |

|  |  |
| --- | --- |
| Position held |  |
| School / employer |  |
| Dates of employment |  |
| Duties and reason for leaving |  |

|  |  |
| --- | --- |
| Position held |  |
| School / employer |  |
| Dates of employment |  |
| Duties and reason for leaving |  |

If required, please use additional pages, marked with your name

# Education

**Higher Education**

|  |  |
| --- | --- |
| Degree/Course |  |
| University / College and Level |  |
| Qualification |  |
| Dates attended |  |

**Secondary Schools Attended**

|  |  |
| --- | --- |
| School |  |
| Dates attended |  |

|  |  |
| --- | --- |
| School |  |
| Dates attended |  |

|  |  |
| --- | --- |
| **A-levels or Equivalent** |  |
| **Subject** | **Exam Board Grade** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **GCSEs or Equivalent** |  |
| **Subject** | **Exam Board Grade** |
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| **Other Relevant Training** |  |
| Course Name | Date Completed |

|  |
| --- |
| **Gaps in employment / education history** |
| Please document the start and end date of all gaps in your employment or education history over the last 10 years of more  than 1 month. Please use an additional sheet of paper as necessary mark this with your name.  Start Date End Date Reason |

|  |
| --- |
| **Supporting Statement** |
| Tell us about your relevant knowledge, skills, abilities, and experiences, why you have applied for this position and why  you would be the best person for the role. Please use additional pages, if required, marked with your name. |

# Referees

**If you have worked with children, at least one referee should be from the organisation that employed you in your work with children. References are not acceptable from a current member of The Hammond staff.**

**Current or most recent employer**

|  |  |
| --- | --- |
| May be contacted prior to interview? | Yes No |
| Title |  |
| Name |  |
| Position Held |  |
| Organisation |  |
| Address |  |
| Email address |  |
| Telephone |  |

**Second Referee**

|  |  |
| --- | --- |
| May be contacted prior to interview? | Yes No |
| Title |  |
| Name |  |
| Position Held |  |
| Organisation |  |
| Address |  |
| Email address |  |
| Telephone |  |

|  |
| --- |
| **Medical Information:** |
| If successful with this application, you will be required to complete a medical history form and appointment may be subject to a satisfactory medical examination. |
| **Data Protection:** |
| The personal information we collect as a part of the recruitment process is contained wholly in this document and is solely used to communicate with you regarding the role you have applied for at this time. This information is retained only until such time as an offer of employment is received and confirmed by a candidate. After that time your personal details will be  deleted from our database. If you wish to re-apply in the future for another role you will be asked to complete the relevant application documents. For more information contact [dpo@thehammondschool.co.uk](mailto:dpo@thehammondschool.co.uk) |

# Declarations

|  |  |  |  |
| --- | --- | --- | --- |
| Please declare any convictions, cautions, reprimands, pending prosecutions or final warnings, whether in the UK or in another country. The post applied for is exempt from the Rehabilitation of Offenders Act 1974 (as amended in 2013) and therefore all convictions, cautions and bind-overs, including those regarded as spent must be declared. Any information will be treated in complete confidence. You may wish to forward any information in a sealed envelope, clearly stating your  name and the job applied for, and return with your application form. | | | |
|  | | | |
| Are you included in any list of people barred from working with children by the DBS or the NCTL | | | |
| Yes | No |  |  |
| Have you signed up for the DBS Update Service? | | | |
| Yes | No |  |  |
| Do you have any restrictions on being resident  or being employed in the UK? | | Yes | No |
| If YES, please explain. | | | |
| Have you lived outside the UK for more than three months in the past 5 years? | | | |
| Yes | No |  |  |
| To your knowledge, is there anything in your private or professional life that could cause reputational or legal difficulties for  The Hammond? If so please provide details below. | | | |
| Yes No  If Yes, please provide details here | | | |
| Do you know any existing employees, pupils or directors at the school? If so please detail any connection. | | | |
| Yes No  If Yes, please provide details here | | | |

I understand that, if successful in this application, The Hammond is required to obtain an enhanced disclosure check from the Disclosure and Barring Service (DBS), plus other employment checks, and that appointment will be subject to the disclosure report and other employment checks being satisfactory to us. Disclosure of an offence will not necessarily prevent The Hammond from employing you, but we reserve the right to consider the relevance in relation to working with children.

I declare that the information in this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have been appointed, I may be dismissed. I hereby give my consent to the school processing the data supplied on this application form for the purpose of recruitment and selection. I agree that this information will be kept for the duration of the recruitment process and for a period of time thereafter. Should I be employed I agree that this information will be kept for the duration of my employment and for a period of time following this for the purpose of the administration of my employment. I am aware that I have the right to request a copy of the data held on me.

|  |  |
| --- | --- |
| **Signature (Type your name if submitting via**  **email)** |  |
| **Date** |  |