Section A: This section will be seen by staff with responsibility for recruitment.

Application Form

**For office use:** Log no:

Typed or handwritten applications on this form will be accepted. CVs will not be accepted. Please ensure that you read the *Application Form Guidance* available on the school’s website.

|  |
| --- |
| Position for which applying:  Date of application: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Names: | | Surname: | | |
| Title: | | Previous Names: | | |
| Date of Birth: | | National Insurance No: | | |
| Current salary:  Current notice period: | | Do you have Qualified Teacher Status (QTS)? | | |
| Yes  No | DfE Reference No: | |
| Contact Address:  Postcode: | | Home Telephone:  Work Telephone:  Mobile:  Email: | | |
| Do you hold a current UK/EU driving licence? | Yes  No | Are you currently eligible for employment in the UK?  If you have answered NO please provide details:  Yes  No | | |
| Have you previously applied for a position at the school? | Yes  No | Do you have any contact with the school? | | Yes  No |
| If you have answered YES please provide details: | | If you have answered YES please provide details: | | |

**2. References**

Please supply the contact details of two people who we may contact for references. Read ‘References’ in the *Application Form Guidance* available on the school’s website.

|  |  |
| --- | --- |
| Name:  Position:  Address:  Postcode:  Tel. No:  Email: | Name:  Position:  Address:  Postcode:  Tel. No:  Email: |
| Please state the name by which you are known to your referees if different from that in Section 1: | |

**Equal Opportunities Monitoring**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Haberdashers' Aske’s School for Girls is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or age.  This section assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our workforce. We ask some questions regarding disability which may also assist us in determining whether any reasonable adjustments are necessary to facilitate your interview.  Please tick the boxes which most closely relate to you. | | | | | | |
| **Where did you hear about the job for which you have applied?** | | | | | | |
| School website | | Agency | | | | Friend |
| Newspaper (please specify) ……………………………… | | | | Other (please specify) ……………………………. | | |
| **What is your gender (please tick)?** | | | | | | |
| Male | Female | | If you are currently undergoing the process of gender reassignment, please tick your future gender. | | | |
| **Is your age between (please tick)?** | | | | | | |
| 16 - 24 | | 25 - 34 | | | | 35 - 44 |
| 45 - 54 | | 55 - 64 | | | | 65 or over |
| **How would you describe your nationality and/or ethnicity (please tick)?** | | | | | | |
| **White:** | | **Black or Black British:** | | | | **Chinese or other ethnic group:** |
| British  Irish  Any other white background | | Caribbean  African  Any other black background | | | | Chinese  Any other ethnic group |
|  | |  | | | |  |
| **Mixed race:** | | **Asian or Asian British** | | | |  |
| White & Black Caribbean  White & Black African  White & Asian  Any other mixed background | | Indian  Pakistani  Bangladeshi  Any other Asian background | | | |  |
|  | |  | | | |  |
| For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to Haberdashers' Aske’s School for Girls processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files. | | | | | | |
| Signed: ………………………………………………………………….. | | | | | Dated: ……………………………………………………… | |

Section B: This section will be seen by other staff involved in the interview and selection process.

**For office use:** Log no:

|  |  |
| --- | --- |
| **Please answer the next few questions only if applying for a teaching post.** | |
| Age group or Key Stages that you have taught: |  |
| Main teaching subject or subjects: |  |
| What additional subjects can you offer? |  |

**3. Employment History**

Please give details of all employment and activities, including travelling and looking after family, since leaving full-time education, starting with the most recent. Continue on a separate sheet if necessary. Please note there must be no gaps unaccounted for.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer**  **(Name & Location)** | **Job Title** | **Dates**  **From / To** | **Reason for Leaving** |
|  |  |  |  |

**4. Other Work / Activities (paid or voluntary)**

|  |
| --- |
| **Please give details of any other work or activities in which you have been involved. Please continue on a separate sheet if necessary.** |
|  |

**5. Educational and Professional Qualifications**

**Please start with the most recent and include degrees, A Levels & GCSEs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Institution** | **Qualification & Awarding Body** | **Attainment Level or Grades** |
|  |  |  |  |

**6. Technical or Professional Development**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please give details of most significant technical or professional development/training attained in the last 3 years, starting with most recent. Please continue on a separate sheet if necessary.** | | | |
| Subject / Area of Development | Organisational Body | Duration | Qualification (if applicable) |
|  |  |  |  |

**7. Supporting Statement**

Please answer the following questions as fully as you can. Continue on a separate sheet if necessary.

|  |
| --- |
| A. Why are you applying for this position and how do your skills, knowledge, experience and training contribute to the strength of your application? You are advised to refer to the Job Description and Person Specification before answering this question. |
|  |
| C. For teaching posts only; if you are successful, how would you hope to contribute to the school’s extra-curricular programme? Identify any particular skills or experience that would support your application. (if applicable) |
|  |

**8. Criminal Records**

|  |  |  |
| --- | --- | --- |
| **Before answering these questions please read ‘Criminal Records’ in the*****Application Form Guidance* available on the school’s website.** | | |
| Have you been convicted by the courts of any criminal offence? | Yes | No |
| Is there any relevant court action pending against you? | Yes | No |
| Have you ever received a caution, reprimand or final warning from the police? | Yes | No |
| If answering "YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "Confidential – FAO Bursar" with your Application Form. | | |

**9. Declaration**

This application will be treated confidentially. The school’s procedures comply with the Data Protection Act 1998. If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be destroyed.

* I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
* I confirm that I am not on either the Children's Barred List or the Adults Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.
* I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
* I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
* I consent to the School making direct contact with all previous employers where I have worked with children or vulnerable adults to verify my reason for leaving that position.
* I consent to the School making direct contact with the people specified as my referees to verify the reference.

Signature:……………………………………………………………………………… Date: ……………………………………………

e-signing: by ticking this box you are signing in lieu of a physical signature.