



No:

APPLICATION FORM

We prefer candidates to complete this form electronically. Typed or handwritten versions of this form will be accepted.
CVs will not be accepted.

Position for which applying:	<input type="text"/>
School for which applying:	Habs Boys <input type="checkbox"/> Habs Girls <input type="checkbox"/> Both schools (joint role) <input type="checkbox"/>
Date of application:	<input type="text"/>

Section A

This section will be seen by members of the Senior Leadership Team and the Human Resources department.

1. Personal details

First name:	<input type="text"/>	Surname:	<input type="text"/>
Title: Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	<input type="text"/>	Previous names:	<input type="text"/>
Other <input type="text"/>	<input type="text"/>	Current salary:	<input type="text"/>
Date of birth:	<input type="text"/>	Current notice period:	<input type="text"/>
National Insurance Number:	<input type="text"/>	If a teacher, DfE Reference No:	<input type="text"/>
Your contact address:	<input type="text"/>	Your contact details:	<input type="text"/>
	<input type="text"/>	Home telephone:	<input type="text"/>
	<input type="text"/>	Mobile:	<input type="text"/>
Postcode:	<input type="text"/>	Email:	<input type="text"/>
Do you hold a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you currently eligible for employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you have answered 'NO' please provide details: <input type="text"/>			
Have you previously applied for a position at Haberdashers' Boys' School or Haberdashers' Girls' School?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you have answered 'YES' please provide details: <input type="text"/>			
Do you have any connection to Haberdashers' Boys' School or Haberdashers' Girls' School? (E.g. parent, alumni)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you have answered 'YES' please provide details: <input type="text"/>			
If you have been referred to this role by a current member of staff or alumni, please state their full name:	<input type="text"/>		
Have you read our Safeguarding Policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

2. Sanction, restrictions and prohibitions

The schools are not permitted to employ individuals who maybe subject to certain sanctions, restrictions or prohibitions, please refer to Appendix (1) for further details.

3. References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The schools intend to take up references on all shortlisted candidates before interview for all academic positions. The schools reserve the right to take up references from any previous employer.

If the schools receive a factual reference e.g. one which contains only limited information about you), additional references may be sought.

If you have previously worked overseas the schools may take up references from your overseas employers. The schools may also telephone your referees in order to verify the reference they have provided.

Referee 1	Referee 2
Name:	Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Please state the name by which you are known to your referees if different from that in Section 1:

Section B

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

Name:		
Your contact details:	Telephone:	Email:

Please answer the next few questions only if applying for a teaching post			
Do you have qualified teacher status (QTS)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you completed an induction year?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, when did this take place?	Name of school	from	to
Age group or Key Stages that you have taught:			
Main teaching subject or subjects:			
What additional subjects can you offer?			

4. Employment history (continue on separate sheet if needed)

Please give details of all employment and activities since leaving full-time education, starting with your current employer. Continue on the last page of this application form if necessary. Please note, there must be no unaccounted gaps. (see box 5)

Employer (name and location)	Job title and key responsibilities	Dates from/to	Reason for leaving

5. Gaps in employment

If there are any gaps in your employment history (e.g. looking after children, sabbatical year), please give details and dates.		
From	To	Reason

6. Other work/activities (paid or voluntary), vocational qualifications, skills or training

Please provide details of any other work or activities in which you have been involved, vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

7. Education and qualifications

Dates of attendance	School, College, University	Qualification and awarding body - degrees, A Levels and GCSEs (if appropriate)	Attainment level or grades

8. Technical or professional development

Please give details of most significant technical or professional development/training attained in the last three years, starting with most recent. Please continue on the last page (13) of this application form if necessary.			
Subject/Area of development	Organisational body (if applicable)	Duration	Qualification (if appropriate)

9. Supporting statement

Please answer the following questions as fully as you can. Please continue on the last page (13) of this application form 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.

9. Supporting statement (continued)

B. Do you wish us to consider any further information in assessing the strength of your application?

C. If you are successful, how would you hope to contribute to the school's co-curricular programme? Identify any particular skills or experience that would support your application (if applicable).

10. Criminal records

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS.

The schools will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the schools to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. **The declaration at Section 12 of this Form therefore asks you to confirm whether you are barred from working with children.**

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the schools are therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the schools. Instead, the schools will assess each case on its merits and with reference to the schools' objective assessment criteria set out in the schools' 'Recruitment, selection and disclosure policy and procedure'.

11. Recruitment

It is the schools' policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the schools' recruitment policy and child protection policy is available to download from the schools' website. Please take the time to read them.

If your application is successful, the schools 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 normally be confidentially destroyed after six months.

How we use your information

We will use the information which you have provided on this form, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people).

Further information on how the schools use personal data is set out in the schools' Data Protection Policy, which can be found on the schools' website.

12. Declaration

- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children
- I confirm that I am not prohibited from carrying out 'teaching work' (do not tick this box if the role for which you are applying does not involve 'teaching work')
- I confirm that I am not prohibited from being involved in the management of an independent school (do not tick this box if the role for which you are applying is not a management role)
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight (do not tick this box if the role for which you are applying does not involve the provision of 'childcare')
- I confirm that the information I have given on this application form is true and correct to the best of my knowledge
- 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

Signed

Date

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 12.

Completed applications should be sent to: staffvacancies@habsgirls.org.uk/staffvacancies@habsboys.org.uk

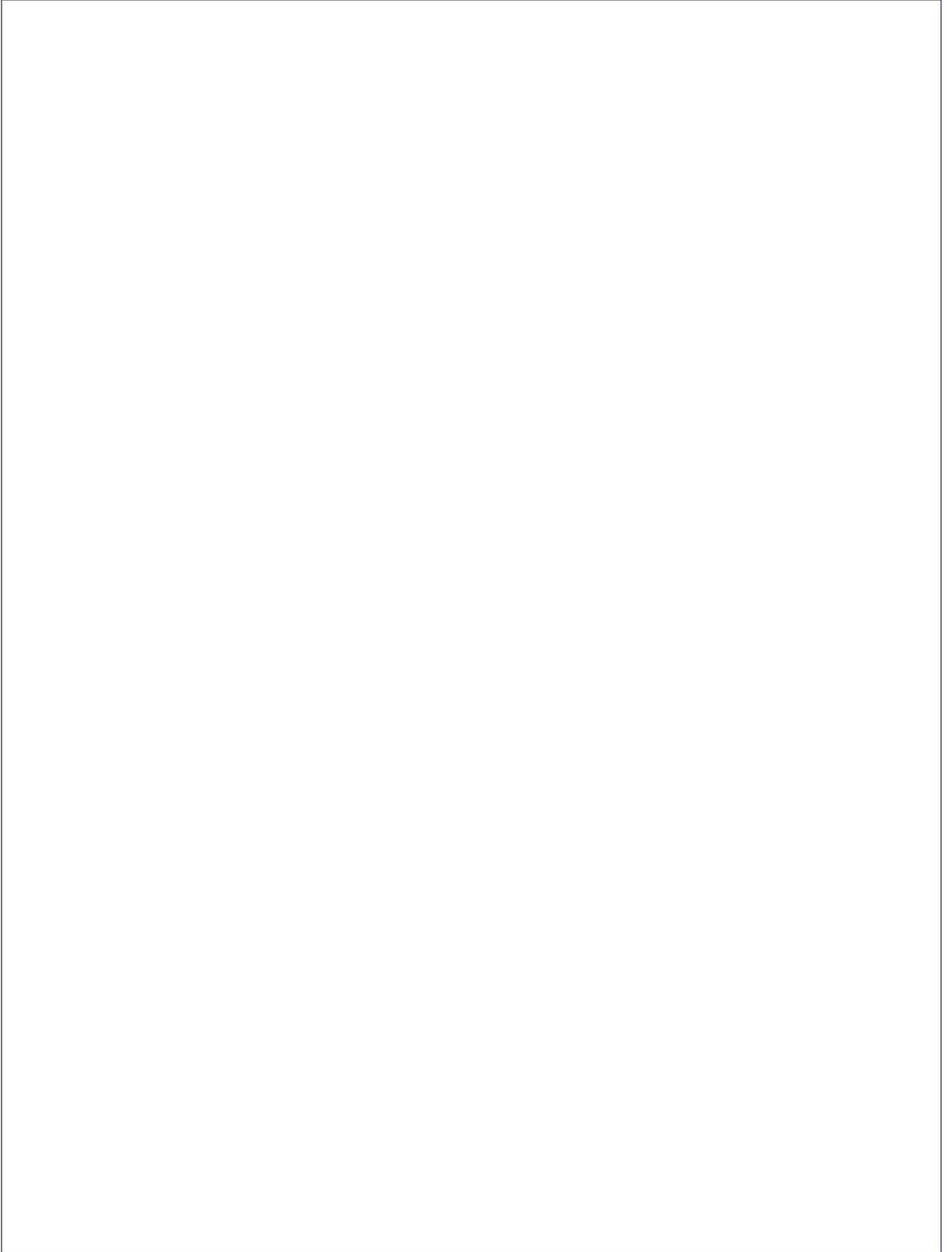
Applications should be marked confidential and entitled 'APPLICATION' followed by the job title in the subject box. (eg 'APPLICATION Physics Teacher' or 'APPLICATION Groundsman'.)

Should you require assistance, please contact the Human Resources department on **020 8266 1961**.

4. Employment history (continued)

Please give details of all employment and activities since leaving full-time education, starting with your current employer. Continue on the last page of this application form if necessary. Please note, there must be no unaccounted gaps. (see box 5)

Employer (name and location)	Job title and key responsibilities	Dates from/to	Reason for leaving



The schools are not permitted to employ anyone to carry out ‘teaching work’ if they are prohibited from doing so. For these purposes ‘teaching work’ includes:

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to ‘teaching work’ if they are supervised by a qualified teacher or other person nominated by the Head.

The schools are also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the schools:

- Head;
- teaching posts on the senior leadership team;
- teaching posts which carry a departmental head role;
- support staff posts on the senior leadership team;

The schools are also not permitted to employ anyone to work in a position which involves the provision of ‘childcare’ if they are disqualified from providing ‘childcare’. For these purposes ‘childcare’ includes:

- all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and
- provision for children who are not in our early years provision and who are under the age of 8, which takes place on the schools’ premises before or after the school day.

Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered ‘childcare’ for these purposes.

The declaration at Section 12 of this form therefore asks you to confirm whether you are prohibited from carrying out ‘teaching work’, prohibited from being involved in the management of an independent school and/or disqualified from providing ‘childcare’. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of ‘childcare’ please contact human resources.

The schools will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and/or prohibited from involvement in the management of an independent school. Successful applicants for ‘childcare’ roles will be required to complete a childcare disqualification self-declaration form.