# Application Form – professional or support Post

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| Post |  | School/Setting |  |

Please ensure you return this form on or before the date and time stated in the advertisement.

Please note that to minimise the impact of unconscious bias in the recruitment process, in some cases personal details may only be viewed after the screening and/or first stage relevant to the school or setting’s recruitment process.

## Personal Details

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| --- | --- | --- | --- | --- | --- | --- | --- |
| First Name(s) |  | | | | | | |
| Last Name(s) |  | | | | | | |
| Previous last name(s) if applicable |  | | | | | | |
| Home Address |  | | | | | | |
| Town/City |  | County | |  | | Postcode |  |
| Telephone |  | | Mobile | |  | | |
| Email |  | | | | | | |
| NI Number | | |  | | | | |

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| --- | --- |
| Permission to work in the United Kingdom (UK) | |
| Do you have permission to work in the UK? | |
| Yes ☐ | No ☐ |
| If there are any restrictions on your right to work in the UK, please provide details here: | |
|  | |
| Please note: permission to work with a previous employer or in a previous post is not transferable | |

## Qualifications & Training

|  |  |  |
| --- | --- | --- |
| Secondary school(s) or equivalent | | |
| Name of school/college, location | Examinations passed | |
| Date | Subject (with grade) |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| Details of degrees/diplomas and any other qualification obtained or in progress | | | | | | | |
| Name of college, university or other institution, location | Inclusive dates, month & year | | | Type of degree/ course title | | Grade/ class (or state if still in progress) | Main subject |
| From | | To |
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|  |  | |  |  | |  |  |
| Details of any relevant short courses attended in the past five years | | | | | | | | |
| Date | | Course Title | | | Provider | | | |
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## Employment History

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Details of current or most recent employment | | | | | | | | | | | | |
| Name and address of employer | | Position held | | Full/part time | | | Inclusive dates, month & year | | | | Reason for leaving (if applicable) | |
| From | | To | |
|  | |  | |  | | |  | |  | |  | |
| Current salary | | | | | | Any allowance(s) awarded | | | | | | |
|  | | | | | |  | | | | | | |
| Previous employment, voluntary work or other activities | | | | | | | | | | | | |
| Please complete with most recent employment/other activities first. Please include any voluntary work or school-based work experience.  **In line with safer recruitment regulations, you should account for all time since leaving school/university detailing any gaps between employment/other activities (e.g. bringing up family, travelling, periods of unemployment etc) to ensure a full, chronological history.** | | | | | | | | | | | | |
| Employer/ organisation | Nature of business | | Position held | | Full/ part time | | | Inclusive dates, month & year | | | | Reason(s) for leaving |
| From | | To | |
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| Leisure activities | | | | | | | | | | | | |
| Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying. | | | | | | | | | | | | |
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| Personal Statement in support of application |
| In this section, you are asked to detail how your knowledge, skills and experience, or any other factors, relate to the criteria listed on the person specification and job description.  To avoid unconscious bias within recruitment processes, we encourage you not to include information such as your name, age, name of academic institutions, etc. within your supporting statement. |
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## Referees

Our normal practice is to take up references prior to interview.

Please list referees who can comment on your skills and abilities to carry out the post for which you are applying. One of these must be your current line manager/ last employer. If your employer is/was a school, the referee provided must be the Headteacher, or if you were the Headteacher then the referee must be the Chair of Governors. An appropriate second referee might include your previous employer/ line manager/ school education adviser.

If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children.

Please note that family members, friends and relatives are not acceptable referees.

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| --- | --- | --- | --- |
| Referee 1 – Current or most recent employer | | | |
| Name |  | Name of employer |  |
| Position |  | Telephone |  |
| Email |  | | |
| Address |  | | |
| How is the above known to you? | |  | |
| May we contact this referee prior to interview? | | Yes ☐ | No ☐ |

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| --- | --- | --- | --- |
| **Referee 2** | | | |
| Name |  | Name of employer |  |
| Position |  | Telephone |  |
| Email |  | | |
| Address |  | | |
| How is the above known to you? | |  | |
| May we contact this referee prior to interview? | | Yes ☐ | No ☐ |

## Declaration of criminal offences

|  |  |  |
| --- | --- | --- |
| The school is required to give you the opportunity to voluntarily declare convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). You will be provided with a criminal self-declaration form by the school if you are shortlisted for the post. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974.  If you are appointed you will be required to have an up to date Disclosure and Barring Service (DBS) Certificate. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.  The DBS now offers an update service, which keeps DBS certificates up to date and allows employers to make an online check with an applicant’s consent. This applies where the type and level of check are identical and in the same workforce (e.g. schools). | | |
| Please confirm if you currently subscribe to the update service | Yes ☐ | No ☐ |

## Declaration

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| Do you have a close relationship with, and/or are you related to, anyone in school or a school governor? | | |
| Yes ☐ | No ☐ | If yes, state details below. |
|  | | |

It is an offence to apply for a role in Regulated Activity if the applicant is barred from engaging in regulated activity relevant to children. I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a regulatory body.

In accordance with the Data Protection Act 2018, I agree that information I have provided may be held and used for personnel reasons for the duration of time set out in HFL Education’s retention policy, which is available on request.

I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.

I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.

I hereby declare that information given on this form is complete and accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Signature |  |
| Date |  |
|  | | | |

**The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.**

The Department for Education (DfE) publishes Statutory Guidance "Keeping Children Safe in Education".

The guidance requires schools which provide care for pupils up to the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

A person may be disqualified through

1. having certain orders or other restrictions placed upon them

2. having committed certain offences

**Upon appointment an education setting may, therefore, require you to sign a declaration confirming that you are not disqualified under those Regulations from working in schools.**

**How did you first find out about this job?**

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|  | | |
| Advertisement on Teach in Herts | | ☐ |
| Advertisement on TES | | ☐ |
| Advertisement on Guardian online | | ☐ |
| Advertisement on Education Week Jobs | | ☐ |
| Advertisement on My New Term | | ☐ |
| Advertisement on Eteach | | ☐ |
| Advertisement on X/ Twitter | | ☐ |
| Advertisement on Facebook or Instagram | | ☐ |
| Advertisement on LinkedIn | | ☐ |
| If other, please specify: |  | |

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| Additional information |
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