

HFL Education - Job Application Form

Thank you for expressing an interest in HFL Education.
To be considered for the role, please complete all the sections below.

Please note Section 1 and 4 will not be shared with hiring managers as part of our move towards eradicating unconscious bias within the recruitment process.

Vacancy Title:	Vacancy reference number: HFL
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Section 1 – Personal Details

First Name(s):		Surname/Family Name:	
Home Address:			
Post Code:		Email:	
Telephone (Home):		Telephone (Mobile):	

Section 2 – Employment History

Name of Current / Most Recent Employer:			
Position:		Salary:	
Start date:			
If yes, notice period:		If No, date employment ended:	
Brief description of the main duties within this role: (max 5 bullet points)			

Previous Employment Details

List all your previous jobs with dates to the nearest month starting with the most recent.

You should include all periods of work experience, work placements or voluntary work and periods when you were not in employment.

From MM/YY	To MM/YY	Name of Employer	Job Title	Reason for Leaving (For any personal reasons, use the wording personal circumstances.)

Section 3 – Academic History and Memberships

Academic History

Give details of your academic/ professional qualifications and any professional memberships held.

In our bid to eradicate unconscious bias we ask that you only state the level and grade achieved/ membership number. Do not disclose the institution or date achieved, if you do then your application is likely to be rejected.

Name of Qualification / Professional membership	Grade achieved / Membership number

Training and Development

Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date.

In our bid to eradicate unconscious bias we ask that you only state course/project names.

Do not disclose the institution or date achieved, if you do then your application is likely to be rejected.

Section 4 – Referee details and Declaration

Please provide referee details as requested below, **one of whom must be your current/ most recent employer.**
References from friends or relatives are not accepted.

Referee details 1		Referee details 2	
Name:		Name:	
Relationship to the referee:		Relationship to the referee:	
Address:		Address:	
Telephone:		Telephone:	
Email:		Email:	

Do you give HFL permission to contact your referees once an offer of employment has been made?	Yes ☐ No ☐
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CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)

If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before

commencing a position, candidates should provide documentary evidence of their right to live and work in the UK.

Declaration

I certify that the information provided in this application is correct to the best of my knowledge.

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 give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act/ GDPR 2018. Should my application be successful, I consent to this information being held in my personnel file. Should my application be unsuccessful all copies of this information will be deleted six months following the interview date. Should I wish for this information to be deleted before this time, I understand I can request this from the Trust's Data Protection Officer dp.foi@hfleducation.org

I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

Signature:	Date: