

**EMPLOYMENT APPLICATION FORM**

**(Operations Staff)**

**The information given on this form will be treated as STRICTLY CONFIDENTIAL**

*The School is legally required to carry out a number of pre-appointment checks which as detailed in the School’s Recruitment, Selection and Disclosure Policy. The information you are being asked to provide in this application form is required so that the School can comply with its legal obligations should your application be successful. Please note that in order to be considered for a position at the School, you must complete this application form. A curriculum vitae (CV) will not be accepted in place of a completed application form.*

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| **GENERAL DETAILS** | |
| Applicant’s legal surname:  Any previous surname(s): | Applicant’s legal first name(s): |
| Position applied for: | |

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| **1. PERSONAL DETAILS**  Please complete using block letters. | | | |
| Address: |  | | |
| Date of birth: |  | | |
| Home telephone number: |  | Mobile telephone number: |  |
| Email address: |  | | |
| National Insurance number: |  | | |
| Are you legally eligible to work in the UK? | **YES / NO** |  | |
| Do you require a work permit? | **YES / NO** |  | |
| Do you hold a full current driving licence? | **YES / NO** | Do you have a category D1 on your licence? | **YES / NO** |
| Previous addresses  If resident at current address for less than 5 years, please provide any previous addresses during this period: | Date From ……To ……. | Date From ……To ……... | Date From ……To ……… |

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| **2. SECONDARY, FURTHER/HIGHER EDUCATION**  Please list in chronological order all secondary schools, further education and higher education institutions attended.  Please list all qualifications taken, together with the grades obtained. | | | |
| Date | | School / College / University | Qualifications obtained | Grade obtained |
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| **3. TRAINING**  Please give details of all training courses you have undertaken in the last 2 years. | | | |
| Date: | Name of training course: | Training provider: | Duration of course: |
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| **4. PRESENT EMPLOYMENT**  If you are currently studying, please state 'student'. If you are currently unemployed, please state 'unemployed'. | |
| Job title: |  |
| Employer’s name: |  |
| Employer's address: |  |
| Telephone number: |  |
| Date started: |  |
| Current salary: |  |
| Notice period: |  |
| Reason for leaving: |  |
| *Please list your duties and responsibilities. Please continue on a separate sheet if necessary.* | |

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| **5. PREVIOUS EMPLOYMENT**  Please supply, in chronological order, a full history of all previous employment, including self-employment or unemployment since leaving education. Please also include any other activities such a voluntary work since leaving education.  (Please continue on a separate sheet of paper if necessary.) | | | |
| Dates | Employer's name, address, and telephone number | Job title and description of duties | Reason for leaving |

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| To  dd / mm / yy | | |
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| From  dd / mm / yy | | |  |  |  |
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| **6. OVERSEAS LIVING / WORKING**  Please provide details of any periods, of 3 months or more in the last 10 years, where you have lived or worked overseas. | | |
| From  Month/Year | To  Month/Year | Country |
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| **7. PROFESSIONAL MEMBERSHIP (If applicable)** | | | |
| Date: | Name of Professional Body: | Grade / Level | Membership Number |
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| **8. FURTHER DETAILS AND SUITABILITY**  Please provide details of why you believe you are suitable for this position with reference to the job description and person specification. Describe any personal qualities, experience, and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of this post. |
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| **9. REFEREES**  Please give details of two referees.   * One referee should be your current or most recent employer. * If you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed in with children. * Please note that references will not be accepted from friends or family.   We reserve the right to take up references from any previous employer. Unless there is good reason not to we would normally take up references for shortlisted applicants before interview. | |
| Do you give consent to Haileybury contacting your current employer for a reference before you are interviewed? | **YES / NO** |

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| **Referee 1 (Current / most recent employer) :** | |
| Name: |  |
| Job title: |  |
| Address (incl. postcode): |  |
| Telephone number: |  |
| Email: |  |
| Relationship to you  (e.g. Manager / Headteacher) |  |

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| **Referee 2 (Previous employer or employment working with children):** | |
| Name: |  |
| Job title: |  |
| Address (incl. postcode): |  |
| Telephone number: |  |
| Email: |  |
| Relationship to you  (e.g. Manager / Headteacher) |  |

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| **Where did you see this post advertised?** |
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| **10. SAFEGUARDING CHECKS** |
| Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity. If you are successful in your application, you will be required to complete a DBS Disclosure online form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.  The School also carry out a check of the Children’s Barred List. Please be aware that it is unlawful for the School 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 below 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 School is 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.  All schools must ensure that applicants who are successful in their application and are employed to carry out teaching work are not subject to any prohibition order issued by the Secretary of State. In addition to the above checks any offer of employment will be conditional on all the necessary safer recruitment checks as detailed in Keeping Children Safe in Education (KCSIE). |

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| **11. DECLARATION** |
| Please tick the following statements as applicable:   |  |  | | --- | --- | |  | 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 carryout out ‘teaching work’. | |  | I confirm that I am not prohibited from being involved in the management of an independent school (only tick this box if it is a senior/management position you are applying for). | |  | 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. | |  | I confirm and certify that to the best of my knowledge the information I have provided on this application form, and all other supporting information is true and correct. I understand that if I provide misleading or incorrect information or have failed to disclose information this will result in the termination of any contract of employment offered. |   SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(If your application has been made online you will be asked to sign this form if invited to interview.)* |

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| **STRICTLY CONFIDENTIAL:**  Note: This sheet will be detached from your application form and will not be seen by anyone involved in the selection process.  **RECRUITMENT MONITORING FORM** |  |

Haileybury 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 age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality and ethnic or national origins), sexual orientation, trade union membership, religion or belief. In order to measure recruitment equal opportunities we seek to collect information about applicants who apply to the School.

Some of the information you give on this form is considered to be sensitive information under data protection laws and by completing and returning this monitoring form you will be deemed to be giving your consent to the processing of the data for equality monitoring purposes only.

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| **Personal Information** | |
| Job applied for: |  |

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| **Gender** | | | | | |
| Male |  | Female |  | Transgender |  |

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| **Sexual Orientation** | | | | | |
| Gay |  | Lesbian |  | Heterosexual |  |
| Other |  | Prefer not to say |  |  |  |

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| **Ethnic Origin** | | | |
| I would describe my ethnic origin as: | | | |
| **Asian or Asian British** | | **Mixed or multiple ethnic groups** | |
| Indian |  | White and Black Caribbean |  |
| Pakistani |  | White and Black African |  |
| Bangladeshi |  | White and Asian |  |
| Chinese |  | Any other Mixed or multiple ethnic background |  |
| Any other Asian background |  |  | |
| **Black, Black British, Caribbean or African** | | **White** | |
| Caribbean |  | English, Welsh, Scottish, Northern Irish or British |  |
| African |  | Irish |  |
| Any other Black, Black British or Caribbean background |  | Gypsy or Irish Traveller |  |
| **Other ethnic group** | | Roma |  |
| Arab |  | Any other White background |  |
| Any other ethnic group |  |  |  |

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| **Age** | | | |
| 18-24 |  | 25-34 |  |
| 35-44 |  | 45-54 |  |
| 55-64 |  | 65+ |  |

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| **Religion & Belief** | | | |
| Christian (including Church or England, Catholic, Protestant and all other Christian denominations.) |  | Buddhist |  |
| Hindu |  | Jewish |  |
| Muslim |  | Sikh |  |
| Any other religion/belief  Please state: |  | Prefer not to say |  |

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| **Disability** |
| Under the Equality Act 2010 a disabled person is anyone who has or has had a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities. Please confirm therefore whether you have a disability.     |  |  | | --- | --- | | **Yes** |  |      |  |  | | --- | --- | | **No** |  |   If yes, and you are successful in obtaining an interview, we will contact you after the shortlist has been drawn up to discuss interview arrangements and whether any reasonable adjustments may be required. |

Please return this application form to [**HR@Haileybury.com**](mailto:HR@Haileybury.com)