Thank you for expressing an interest in Herts for Learning.

**Herts for Learning Ltd**

**Job Application Form**

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 |

**Section 1 – Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name(s):** |  | **Surname/Family Name:** |  |
| **Home Address:** |  |
| **Post Code**: |  | **Email:** |  |
| **Telephone (Home):** |  | **Telephone (Mobile):** |  |
| Do you have Eligibility to work in the UK?  | Yes [ ]  No [ ]  | Do you have any visa restrictions? | Yes [ ]  No [ ]  |
| Would you classify yourself as having a long term disability, physical or mental impairment?  | Yes [ ]  No [ ]  | **If yes**, do you require any assistance should you be invited for interview? | Yes [ ]  No [ ]  |
| Do you have any 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) by SI 2013  | Yes [ ]  No [ ]  | **If Yes,** please disclose details via email to hfl.recruitment@hertsforlearning.co.uk |
| Do you hold a full valid UK driving licence? (this is a requirement for specific roles)  | Yes [ ]  No [ ]  |

**Section 2 – Employment History**

|  |  |
| --- | --- |
| **Name of Current / Most Recent Employer:**(Do not disclose location of employer) |  |
| **Position:** |  | **Salary:**  |  |
| **Start date:** |  | **Are you still employed?**  | Yes [ ]  No [ ]  |
| **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 Only** | **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 Herts for Learning permission to contact your referees before interview?** | Yes [ ]  No [ ]  |

It is company policy to seek references for roles within Education Services during the shortlisting stage.

|  |
| --- |
| **Where did you learn of this vacancy?** |
| **Are you a relative or partner of any employee of Herts for Learning?**  | Yes [ ]  No [ ]  | **If Yes**, please state the name: |  |
| **Has someone else completed this form on your behalf?** | Yes [ ]  No [ ]  | **If Yes**, please provide the person’s name and an explanation: |  |

**CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)**

From 1st December 2012, the Criminal Records Bureau (CRB) will merge with the Independent Safeguarding Authority (ISA) to form the Disclosure & Barring Service (DBS) and new disclosure certificates received by the Council will be branded 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@hertsforlearning.co.uk

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:** |