



## APPLICATION FORM

CONFIDENTIAL

**PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION FORM**

Post applied for:		Closing date:	
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### 1. PERSONAL DETAILS (please complete in block letters)

Title: [Mr/Mrs/Miss/Ms/Other]		Last Name:	
First Name[s]:			
Address for Correspondence:		Postcode:	
Home Telephone No:		Mobile Telephone No:	
Work Telephone No:		Email Address:	

### 2. PRESENT OR LAST EMPLOYER

Name and Address of Employer:		Name and address of establishment where employed [if different]:	
Postcode:		Postcode:	
Nature of Business:		Job Title:	
Present salary or Scale Point:			
Hours worked per week:		Other benefits:	
Date appointed:		Notice period required:	
Reason for leaving:			
Brief description of duties:			

### 3. PREVIOUS EMPLOYMENT

Start with the most recent first.

Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary).

Employer name & address	Job title	Salary/income	Full or part-time	Dates (month/year)		Reason for leaving
				From	To	

### 4. EDUCATION, TRAINING & QUALIFICATIONS

*(Please continue on separate sheet if necessary). Please start with the most recent.*

Secondary School/College/University	Dates		Qualifications gained (state level)	Grade/class of degree	Date
	From	To			

### OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)

Organising Body	Course title	Length of course

## MEMBERSHIP OF PROFESSIONAL BODIES

Name of Body	Type of Membership	Date Obtained

## 5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please attach a letter of application, no longer than two sides of A4 and font size 11, providing details of relevant experience, skills or knowledge in support of your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification.

**NOTE: Your response to this section is extremely important and will be the basis of the Shortlisting Panel's decision to invite you for interview.**

## 6. REFEREES

Please provide details of two referees below. Friends and relatives are **NOT** acceptable. One of the referees must be your present or most recent employer and normally no offer of employment will be made without a reference from him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The Academy reserves the right to approach any previous employer or manager. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the Interviewing Panel.

Name [Referee 1]:		Name [Referee 2]:	
Title:		Title:	
Role:		Role:	
Organisation:		Organisation:	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	
Do you give consent to us contacting your present employer prior to interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>		

## 7. PROTECTION OF CHILDREN

The Academy is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service.

You must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

Please answer the following questions.

Have you ever been convicted of a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Have you ever been cautioned for a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Are you at present the subject of a criminal charge or investigation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Is there any other relevant information that you wish to disclose?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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If YES to any of the above questions, please give brief details including dates.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

## 8. GENERAL

Are you interested in job sharing?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Please give details of any dates within the next 2 months when you will not be available for interview. We cannot guarantee being able to offer you an alternative date.	
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Do you hold a current full driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Do you have regular use of a vehicle?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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You are required to declare below any relationship with or to an employee of the Trust.

Please state name and position:	
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Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
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This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

## 9. EQUALITY & REASONABLE ADJUSTMENTS

The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability, please tick the appropriate box below.

Do you consider yourself to be disabled?

YES  NO

Is there any information that we need in order to offer you a fair selection interview/process?

## 10. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination

## 11. DATA PROTECTION ACT

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration. It will not ordinarily be disclosed to anyone outside the Academy without first seeking your permission, unless there is a statutory reason for doing so. This Academy is under duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

## 12. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Academy.

Signed:

Date:

Please return your completed form by email by the closing date to [sdosanjh@hestoncs.org](mailto:sdosanjh@hestoncs.org)



## **PRIVACY NOTICE FOR APPLICATION FORMS**

Please ensure that you read this notice carefully.

### **WHY DO WE COLLECT THIS INFORMATION?**

Once you have submitted an application form, the School uses this information in order to take a decision on recruitment and to make steps to enter into a contract.

### **WHAT INFORMATION DO WE COLLECT?**

We collect the following information from the application form:

- Name
- Address
- Contact details
- Employment history [current and past]
- Education, Training and Qualifications
- Membership of Professional Bodies
- Contact details of referees
- Convictions and criminal charges
- Disability information

### **HOW WE MAY SHARE THE INFORMATION**

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information, as required, to comply with the law.

### **HOW LONG WE KEEP YOUR INFORMATION**

We keep information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you are employed by us, the nature of the information concerned and the purposes for which it is processed.