**Application form – school support staff**

**Before you begin**

Read the advertisement and any additional supporting information provided, including the Job Description and Person Specification. In order to improve your chances of being selected, use specific examples from your experience and relate them to these documents.

**Important notes:**

1. Complete the form electronically or in black ink and ensure that it is legible.

All fields marked with an asterisk (\*) are mandatory.

2. Do not write outside the lines.

3. Ensure you mark each sheet with your full name or initials.

4. Ensure that you have read and understood the declaration on page 9, and that you have signed and dated your completed application form before returning it to the address quoted on the job advertisement

5. If you cannot fit all your information in the spaces provided, you may use the continuation sheet on page 7.

6. Finally, you may find it useful to take a copy of your completed application form for your own personal records.

7. Please return your completed application to:

 recruitment@haggerston.hackney.sch.uk

 Haggerston School

 HR Department

 Weymouth Terrace

 Hackney

 London

 E2 8LS

**1. Job details**

|  |  |
| --- | --- |
| Job title:\*  |  |
|  |  |

**2. Personal details**

**Applicant details**

|  |  |
| --- | --- |
| Title (Mr, Mrs, Miss, Mrs):\* |  |
| Name:\* |  |
| Surname:\* |  |

**Address details**

|  |  |
| --- | --- |
| Number / House Name:\* |  |
| Street/Road:\* |  |
| City:\* |  |
| Postcode:\* |  |

**Contact details**

|  |  |
| --- | --- |
| Email: |  |
| Mobile: |  |
| Home phone: |  |
| Work phone: |  |
| May we contact you at work? |  |
| Preferred means of contact:\* |  |

**3. Work experience**

Please provide us with your complete employment history. If you have any gaps in your employment, please complete the section at the bottom of page 2. If you need more space, please use the continuation sheet on page 6. For teaching posts, please indicate the pay scale point and any additional allowances you are/were paid (if applicable). Please give a brief description of your duties/ responsibilities, including the ages you taught (if applicable).

**Current or most recent employment:**

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: |  | Employment start date: |  |
| Industry sector: |  | Employment end date: |  |
| Company/ School/ LA: |  | Salary: |  |
| Reason for leaving: |  |
| Job description: |

**Previous employment:**

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: |  | Employment start date: |  |
| Industry sector: |  | Employment end date: |  |
| Company/ School/ LA: |  | Salary: |  |
| Reason for leaving: |  |
| Job description: |

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: |  | Employment start date: |  |
| Industry sector: |  | Employment end date: |  |
| Company/ School/ LA: |  | Salary: |  |
| Reason for leaving: |  |
| Job description: |

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: |  | Employment start date: |  |
| Industry sector: |  | Employment end date: |  |
| Company/ School/ LA: |  | Salary: |  |
| Reason for leaving: |  |
| Job description: |

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: |  | Employment start date: |  |
| Industry sector: |  | Employment end date: |  |
| Company/ School/ LA: |  | Salary: |  |
| Reason for leaving: |  |
| Job description: |

**Gaps in employment history**

If there are any gaps in your employment history, please explain them below.

|  |
| --- |
|  |

**4. Education**

Please provide us with your complete education history, starting with the most recent, below. Also use this section to record any current studies that you are undertaking. If there are any gaps in your education history, please complete the section at the bottom of this page. If you need more space, please use the continuation sheet on page 6.

 **Education**

**Higher education**

|  |  |  |
| --- | --- | --- |
| University/Institute(state country if not UK) | Education level, subject and grades(e.g. BA Hons: English 2:1) | Start and end date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Secondary and further education – please continue on separate sheet if necessary**

|  |  |  |
| --- | --- | --- |
| School/college(state country if not UK) | Education level, subject and grades(e.g. GCSEs: Maths A) | Start and end date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Gaps in education history**

If there are any gaps in your education history, please explain them below.

|  |
| --- |
|  |

**5. Other qualifications and memberships**

Please provide details of any other relevant qualifications and training.

**Other qualifications**

|  |  |
| --- | --- |
| Course training title | Start and end date |
| ;’# |  |
|  |  |
|  |  |

**Memberships**

|  |  |  |
| --- | --- | --- |
| Membership name and level | Membership number | Start and end date |
|  |  |  |
|  |  |  |
|  |  |  |

**6. Supporting statement**

Use this section to provide information to support your application.

Before completing your supporting statement, please ensure that you have read the advertisement and any supporting information, including the Job Description and Person Specification. In order to improve your chances of being selected, please include specific examples from your experience and relate them to the Person Specification when writing your supporting statement.

**Statement\***

|  |
| --- |
|  |

**Statement** (cont.)\*

|  |
| --- |
|  |

**7. Continuation sheet**

Please use this page to provide us with any additional information (e.g. further work experience).

|  |
| --- |
|  |

**8. References**

Use this page to supply details of **two** individuals, not related to you, from whom we may obtain references. At least one **must** be your present or most recent employer. Please note that personal references will not be accepted. If you are a student or have been out of work for a period of time then teachers or a previous employer will be sufficient.

Please remember that the referees you provide should be able to comment on your ability to perform the job for which you are applying. If your application has been successfully shortlisted referees will be approached prior to interview in line with safer recruitment guidance.

|  |
| --- |
| **Referee one** |
| Name:\* |  |
| Job title:\* |  |
| Company:\* |  |
| Address:\* |  |
|
|
| Email:\* |  |
| Telephone:\* |  |
| Relationship to you:\* |  |

|  |
| --- |
| **Referee two** |
| Name:\* |  |
| Job title:\* |  |
| Company:\* |  |
| Address:\* |  |
|
|
| Email:\* |  |
| Telephone:\* |  |
| Relationship to you:\* |  |

**9. About your application**

**Where have you heard about this vacancy?\***

Please tell us where you have first seen this vacancy advertised (e.g. TES, Guardian online, School website):

|  |
| --- |
|  |

**Disabled applicants**

The Equality Act 2010 defines a disabled person as someone with a 'physical or mental impairment which has substantial and long term adverse effect to carry out normal day to day activities. This can include cancer or other such long term illnesses.

Do you consider yourself to have a disability that falls under this definition?\* Yes [ ]  No [ ]

Please describe any adjustments we can make for you:

|  |
| --- |
|   |

**10. Declaration**

Read the declarations on this page and provide additional information where required.

**Personal relationships**

All applicants are required to declare personal relationships with existing employees of the school. Omitting any personal relationships with members of the selection panel might disqualify you.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Are you related to, or a close friend of any employee of the school?\*  |[ ] [ ]
| If yes, what is their name and your relationship with them? |

**Eligibility to work in UK**

Please note that all non-EU nationals are required to be in possession of a valid work permit before they can take up employment with the school. We are legally obliged to ask you to provide evidence of your right to work in the EU. If you are successful with your application we will ask you to provide appropriate documents, such as your passport, visa, work permit or birth certificate in accordance with the Asylum and Immigration Act 1996.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Are you legally authorised to work in the UK?\*  |[ ] [ ]
| Is this subject to a work permit or visa?\*  |[ ] [ ]

**Disclosure and Barring Scheme Enhanced Check**

The successful candidate will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service. All candidates are encouraged to disclose details of any convictions, cautions, etc. at an early stage in the application process.

|  |  |  |
| --- | --- | --- |
|  | **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)? |[ ] [ ]
| If yes, please attach details in a sealed envelope, including dates. |

**Prevention and detection of fraud**

We have a duty to protect public funds. We may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for those purposes.

**Declaration**

|  |
| --- |
| I have read and understood the information contained in this application form.I declare that all information I have provided on this form is true and accurate, and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State.I understand that omissions or incorrect statements might disqualify me or, if appointed, my employment may be terminated.This declaration constitutes part of the terms of contract if I am appointed. |
| I agree to the above declaration.\* Yes [ ]  No [ ]  |
| Print name:\* |  |
| Sign:\* |  |
| Date:\* |  |