



# **Application Form**

**For schools' support staff and teachers**

# Your guide to completing this form

## About the process – anonymised recruitment

**We are committed to having a diverse and inclusive workforce.** Your application will be reviewed by the shortlisting panel anonymously; this means your personal details (**Section A**) will be withheld from the shortlisting stage.

Your personal details (**Section A**) will only be shared with the selection panel if you are successful in being selected for an interview.

Only pages which relate to your education and qualifications; your work experience and employment history; and your supporting statement will be used during the shortlisting process (**Section B**).

The equalities information (**Section C**) is **only** used to monitor the effectiveness of our Equal Opportunities policy in regards to our applicants and is **not** shared with the selection panel.

## Safeguarding information

Recruitment and selection for the post is carried out in line with the statutory guidance: [Keeping Children Safe in Education](#).

**Please note:** For roles engaged in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

## 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. All fields marked with an asterisk (\*) are mandatory.
2. Ensure that you have read and understood the declaration on page 13, and that you have signed and dated your completed application form before returning it to the e-mail or address below.
3. If you cannot fit all your information in the spaces provided, you may use the continuation sheet on page 10.
4. You may find it useful to take a copy of your completed application for your own personal records.

Please return your completed application to:

**TO BE COMPLETED BY THE SCHOOL** Enter recipient's name (e.g. name of administrator, Headteacher, etc.) at Enter school name

**E-mail**

Enter the school e-mail address

**Or Address**

Enter the school mailing address

## Section A: Personal details

This page will be **removed** prior to the Shortlisting process.

So that your application can be reviewed anonymously certain pages will be removed before the Shortlisting process. This will be indicated at the start of each section of this application form.

Your personal details will only be revealed if you are successful in being selected for an interview. Only the pages which relate to your education and qualifications; your work experience and employment history; and your supporting statement will be used during the shortlisting process.

### Job details

Job title:*	<input type="text"/>	Job reference no:*	<input type="text"/>
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### Applicant details

Surname:*	<input type="text"/>	Forename:*	<input type="text"/>
Preferred name:	<input type="text"/>	Title:*	<input type="text" value="Click to select..."/>
NI number:*	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Previous names** (please use the **Continuation sheet** on page 10 if you need space to record more)

Name	Used from	Used until:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Address and contact details

Address:*	<input type="text"/>	Home tel:	<input type="text"/>
		Mobile:	<input type="text"/>
		Email:	<input type="text"/>
		Preferred means of contact:*	<input type="text" value="Click to select..."/>
Postcode:*	<input type="text"/>		

## Section B – Your application

**Work experience** - This section will be **included** in the Shortlisting process.

Please provide your complete employment history. If you have any gaps in your employment, please complete the section on page 6. If you need more space, please use the **Continuation sheet** on page 10. 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 main responsibilities, including the ages you taught (if applicable).

### Current or most recent employment

Job title:	<input type="text"/>	Employer:	<input type="text"/>
Industry sector:	<input type="text"/>	Country:	<input type="text"/>
Start date:	<input type="text"/>	End date:	<input type="text"/>
Salary:	<input type="text"/>		
Reason for leaving:	<input type="text"/>		
Main responsibilities:	<input type="text"/>		

### Previous employment

Job title:	<input type="text"/>	Employer:	<input type="text"/>
Industry sector:	<input type="text"/>	Country:	<input type="text"/>
Start date:	<input type="text"/>	End date:	<input type="text"/>
Salary:	<input type="text"/>		
Reason for leaving:	<input type="text"/>		
Main responsibilities:	<input type="text"/>		

**Previous employment (continued)**

Job title:	<input type="text"/>	Employer:	<input type="text"/>
Industry sector:	<input type="text"/>	Country:	<input type="text"/>
Start date:	<input type="text"/>	End date:	<input type="text"/>
		Salary:	<input type="text"/>
Reason for leaving:	<input type="text"/>		
Main responsibilities:	<input type="text"/>		

Job title:	<input type="text"/>	Employer:	<input type="text"/>
Industry sector:	<input type="text"/>	Country:	<input type="text"/>
Start date:	<input type="text"/>	End date:	<input type="text"/>
		Salary:	<input type="text"/>
Reason for leaving:	<input type="text"/>		
Main responsibilities:	<input type="text"/>		

**Previous employment (continued)**

Job title:	<input type="text"/>	Employer:	<input type="text"/>
Industry sector:	<input type="text"/>	Country:	<input type="text"/>
Start date:	<input type="text"/>	End date:	<input type="text"/>
Salary:	<input type="text"/>		
Reason for leaving:	<input type="text"/>		
Main responsibilities:	<input type="text"/>		

Job title:	<input type="text"/>	Employer:	<input type="text"/>
Industry sector:	<input type="text"/>	Country:	<input type="text"/>
Start date:	<input type="text"/>	End date:	<input type="text"/>
Salary:	<input type="text"/>		
Reason for leaving:	<input type="text"/>		
Main responsibilities:	<input type="text"/>		

Please use the **Continuation sheet** on page 10 to record other jobs or work experience

**Gaps in employment history**

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

Reason:	<input type="text"/>
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## Education

This section will be **included** in the Shortlisting process.

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 10.

### Higher education

University/institute: (state country if not UL)	Education level, subject and grades: (e.g. BA Hons: English 2:1)	Start and end dates:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Secondary and further education

The DfE requires that applicants for teaching posts must have at least a standard equivalent to a grade 4/C GCSE in English and Maths, or have reached the equivalent standard. If you intend to train to teach pupils aged 3 – 11 (early years and primary), you must also have achieved a standard equivalent to a grade C/4, or above, in a GCSE science subject examination.

School/college: (state country if not UL)	Education level, subject and grades: (e.g. GCSEs: Maths A)	Start and end dates:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please use the **Continuation sheet** on page 10 to record other education.

### Gaps in education history

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

Reason:	<input type="text"/>
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## Teaching qualifications

This section will be **included** in the Shortlisting process.

Please skip to the **Other qualifications and memberships** section if you do not hold any teaching qualifications.

Are you recognised by the DfE as a qualified teacher in this country?:*		Select
DfE Number:	<input type="text"/>	Date when qualified: <input type="text"/>
TRN number:	<input type="text"/>	
Have you successfully completed a period of induction as a qualified teacher in this country as required by the DfE?:*		Select
<b>For Headteacher applications only</b>		
Have you completed or enrolled to a National Professional qualification for Headship?*		Select
Date completed:	<input type="text"/>	OR Date enrolled on course: <input type="text"/>
If appointed, when would you be able to commence employment?*		<input type="text"/>

## Other qualifications and memberships

Please provide details of any other relevant qualifications and training.

### Other qualifications

Course training title:	Start and end dates:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### Memberships

Membership name and level:	Membership number:	Start and end dates:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>



**Supporting statement** This page will be **included** in the Shortlisting process.

Use this page 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:**

**Continuation sheet** This page will be **included** in the Shortlisting process.

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

**Details:**

## References

This page will be **included** in the Shortlisting process.

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 and must be a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations).
- If your most recent employment did not involve working with children, please provide a second reference from a relevant employer from the last time you worked with children.
- If you have never been in a role where you have worked with children or your current role involves you working with children, you must supply a details of second referee who can provide can factual information on your recent employment history relevant to this role.
- If you are currently studying or have recently completed your studies and are unable to provide two employment references, you can provide details of an academic reference.

**Please note:** personal references will not be accepted.

In line with the [Keeping Children Safe in Education guidance](#), the school will obtain references for shortlisted candidates before their interview. If you are invited for an interview, we will seek your permission to approach your referees before your interview. **Note:** the school may request additional or alternative references from those provided on this form.

Name:*	<input type="text"/>	Relationship to referee:*	<input type="text"/>
Job title:*	<input type="text"/>	Employer:*	<input type="text"/>
Address:*	<input type="text"/>		
Telephone:*	<input type="text"/>	E-mail:*	<input type="text"/>

Name:*	<input type="text"/>	Relationship to referee:*	<input type="text"/>
Job title:*	<input type="text"/>	Employer:*	<input type="text"/>
Address:*	<input type="text"/>		
Telephone:*	<input type="text"/>	E-mail:*	<input type="text"/>

## About your application

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

Please tell us where you have first seen this vacancy advertised (i.e. TES, Guardian online, Hackney Education website) *	<input type="text"/>
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**Declaration** This section will be **included** in the Shortlisting process.

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.

Are you related to, or a close friend of any employee of the school?\* ☐ Yes ☐ No

If yes, what is their name and your relationship with them? [Click here to provide details](#)

## Asylum and Immigration Act

**You must have the right to work in the UK when you apply.**

If you are an EU Citizen, you will need to ensure you have received EU Settled Status. Check your right to work on the government website: <https://www.gov.uk/prove-right-to-work>.

Are you legally authorised to work in the UK?\* ☐ Yes ☐ No

Under the Asylum and Immigration Act (1971), please confirm whether you need a work permit to work in the UK:

Select

As part of our pre-employment checks you will be required to provide evidence that you are legally allowed to work in the UK.

## Criminal records checks

Due to the nature of the work for which you are applying, this post is exempt from the provision of the Rehabilitation of Offenders Act 1974.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on [GOV.UK](https://gov.uk)

All posts require you to have a DBS Enhanced check for regulated activity. That means that all convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice must be disclosed during the recruitment process. Failure to disclose such information may result in the withdrawal of a job offer or, if subsequently discovered, could result in dismissal or disciplinary action. If the role you are applying for requires a DBS check, and you have worked/lived abroad continuously for 6 months within the last 5 years we may request you to also complete an overseas criminal records check.

For further details, please refer to Hackney Education's [DBS Policy for Schools](#).

## 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.

## Disability Confident Scheme (DCS)

As an equal opportunities employer, we actively encourage applicants from people with disabilities. We guarantee to interview anyone with a disability who meets the minimum criteria for the post. Telling us about a disability is your decision and is entirely voluntary.

Do you consider yourself to have disability and wish to apply under the Disability Confident Scheme (DCS)? \*

Select

If you consider yourself to have a disability, is there any assistance that you may need to attend an interview?

☐ Yes ☐ No

If yes, please describe the assistance you may need [Click here to provide details](#)

## Employee 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 from the recruitment process 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

Type your name and/or  
drop an image of your  
signature in the box.

Signed:

Date: [Click and type date](#)

**Please note: You will be required to physically sign a hard copy of your application form, below, if you attend an interview.**

Date: \_\_\_\_\_

## Section C - Equalities monitoring

This page **will be removed** prior to the Shortlisting process

We are committed to being an equal opportunities employer. Please complete this page to enable us to monitor the effectiveness of our Equal Opportunities policy in regards to our applicants. No one involved in the recruitment process will see the information you provide on this page; it is only used for monitoring purposes. This information is removed prior to shortlisting and will not form any part of the assessment process.

If you do not wish to provide some of this information, please tick the 'Prefer not to say' boxes, as appropriate.

<b>Marital status:*</b> <input type="text" value="Click to select"/>	<b>Religious belief:*</b> <input type="text" value="Click to select"/>
<b>Ethnicity:*</b> <input type="text" value="Click to select"/>	<b>Nationality:*</b> <input type="text"/>
<b>Gender:*</b> <input type="text" value="Click to select"/> How do you personally identify your gender?	<b>Please state it:</b> <input type="text"/> If you prefer to use your own term
<b>Gender reassignment:*</b> <input type="text" value="Click to select"/> Is your gender identity different to the sex you were assumed to be at birth?	<b>Sexual orientation:*</b> <input type="text" value="Click to select"/>
<b>Pregnancy/maternity:*</b> <input type="text" value="Click to select"/> Have you been pregnant and/or on maternity leave in the last two years?	<b>What is your age range:*</b> <input type="text" value="Click to select"/>
<b>Disability:*</b> <input type="text" value="Click to select"/>	<b>Description:</b> <input type="text" value="Click to select..."/>