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](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2).

**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:

|  |  |  |
| --- | --- | --- |
| **School Business Manager** at **The Garden School** | | |
| **E-mail** | **or** | **Address** |
| recruitment@thegarden.hackney.sch.uk |  | The Garden School Wordsworth Rd,  London  N16 8BZ |

# 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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  | | |  | |  |
| Job title:\* |  | | | |  | Job reference no:\* | |  |  |
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## Applicant details

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| Surname:\* |  | | | | | | | | | |  | Forename:\* | | |  | | |  | |
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| Preferred name: | | | |  | | | | | | |  | Title:\* | | Click to select… | | |  | | |
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| NI number:\* | |  |  | |  |  |  |  | | | | |  | | | | | |
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## Previous names (please use the Continuation sheet on page 10 if you need space to record more)

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## Address and contact details

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|  |  |  |  | | | | | |  | | |  |
| Address:\* |  |  | Home tel: | | |  | | | | | |  |
|  |  | | | |  | | | | |  |
|  | Mobile: | |  | | | | | | |  |
|  |  | | |  | | | | | |  |
|  | Email: |  | | | | | | | |  |
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|  | Preferred means of contact:\* | | | | | | | Click to select… | |  |
|  |  |  | | | | | |  | | | |  | |
| Postcode:\* |  |  |  | | | | | | | | |  |
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# 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

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| Job title: |  | | | | | | | | | | |  | Employer: | | |  | | | | |  |
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| Industry sector: | | | |  | | | | | | | |  | Country: | |  | | | | | |  |
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| Start date: | |  | | | | | |  | End date: | |  | | |  | Salary: | | |  | |  | |
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| Reason for leaving: | | | | |  | | | | | | | | | | | | | | | |  |
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| Main responsibilities: | | |  | | | | | | | | | | | | | | | | | |  |
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## Previous employment

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| Job title: |  | | | | | | | | | | |  | Employer: | | |  | | | | |  |
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| Industry sector: | | | |  | | | | | | | |  | Country: | |  | | | | | |  |
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| Start date: | |  | | | | | |  | End date: | |  | | |  | Salary: | | |  | |  | |
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| Reason for leaving: | | | | |  | | | | | | | | | | | | | | | |  |
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| Main responsibilities: | | |  | | | | | | | | | | | | | | | | | |  |
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## Previous employment (continued)

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| Job title: |  | | | | | | | | | | |  | Employer: | | |  | | | | |  |
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| Industry sector: | | | |  | | | | | | | |  | Country: | |  | | | | | |  |
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| Start date: | |  | | | | | |  | End date: | |  | | |  | Salary: | | |  | |  | |
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| Reason for leaving: | | | | |  | | | | | | | | | | | | | | | |  |
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| Main responsibilities: | | |  | | | | | | | | | | | | | | | | | |  |
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| Job title: |  | | | | | | | | | | |  | Employer: | | |  | | | | |  |
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| Industry sector: | | | |  | | | | | | | |  | Country: | |  | | | | | |  |
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| Reason for leaving: | | | | |  | | | | | | | | | | | | | | | |  |
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| Main responsibilities: | | |  | | | | | | | | | | | | | | | | | |  |
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## Previous employment (continued)

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| Job title: |  | | | | | | | | | | |  | Employer: | | |  | | | | |  |
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| Industry sector: | | | |  | | | | | | | |  | Country: | |  | | | | | |  |
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| Start date: | |  | | | | | |  | End date: | |  | | |  | Salary: | | |  | |  | |
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| Reason for leaving: | | | | |  | | | | | | | | | | | | | | | |  |
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| Main responsibilities: | | |  | | | | | | | | | | | | | | | | | |  |
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| Job title: |  | | | | | | | | | | |  | Employer: | | |  | | | | |  |
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| Industry sector: | | | |  | | | | | | | |  | Country: | |  | | | | | |  |
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| Start date: | |  | | | | | |  | End date: | |  | | |  | Salary: | | |  | |  | |
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| Reason for leaving: | | | | |  | | | | | | | | | | | | | | | |  |
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| Main responsibilities: | | |  | | | | | | | | | | | | | | | | | |  |
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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

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| Reason: |  | | | | |  |
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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: |  |
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## 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.

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

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|  | |  |  |  |  |  |
| Reason: |  | | | | |  |
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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.

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|  | | | |  | | | | | |  |  | | | | | |  | | | |  |
| Are you recognised by the DfE as a qualified teacher in this country?:\* | | | | | | | | | | | | | Select | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| DfE Number: |  | | | | | | |  | Date when qualified: | | | | |  | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | |
| TRN number: | |  | | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Have you successfully completed a period of induction as a qualified teacher in this country as required by the DfE?:\* | | | | | | | | | | | | | Select | | |  | | | | | |
| For Headteacher applications only | | | | | | | | | | | | | | | | | | | | | |
| Have you completed or enrolled to a National Professional qualification for Headship?\* | | | | | | | | | | | | | | | | | | Select |  | | |
|  | | |  | | |  |  | | | | | | | |  | | | | |  | | |
| Date completed: |  | | | |  | | | | OR Date enrolled on course: | | | | | | | | |  | | |  |
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| If appointed, when would you be able to commence employment?\* | | | | | | | | | | | |  | | | | | | | | |  |
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## Other qualifications and memberships

Please provide details of any other relevant qualifications and training.

## Other qualifications

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| --- | --- | --- | --- | --- | --- | --- |
|  | Course training title: |  |  |  | Start and end dates: |  |
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## Memberships

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| --- | --- | --- | --- | --- | --- | --- |
|  | Membership name and level: |  | Membership number: |  | Start and end dates: |  |
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## 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.

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| Statement: | hfcfg | | | | |  |
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## 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).

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| Details: |  | | | | |  |
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## 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](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf), 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.

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| Name:\* |  | | | | | | |  | Relationship to referee:\* | | | | | |  | | |  |
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| Job title:\* | |  | | | | | |  | Employer:\* | | | |  | | | | |  |
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| Address:\* | |  | | | | | | | | | | | | | | | |  |
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| Telephone:\* | | |  | | | | |  | E-mail:\* | | |  | | | | | |  |
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| Name:\* |  | | | | | | |  | Relationship to referee:\* | | | | | |  | | |  |
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| Job title:\* | |  | | | | | |  | Employer:\* | | | |  | | | | |  |
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| Address:\* | |  | | | | | | | | | | | | | | | |  |
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| Telephone:\*: | | |  | | | | |  | E-mail:\* | | |  | | | | | |  |
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## 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) \* | | | |  | |  |
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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

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| 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://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)  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](https://www.hackneyservicesforschools.co.uk/system/files/extranet/DBS%20Policy%20%28Schools%29.pdf). |

## Prevention and detection of fraud

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| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Signed: | Type your name and/or drop an image of your signature in the box. |  |  |  | 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.**

|  |  |  |  |
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|  |  | 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.

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