

application form

your guide to completing the form

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 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 8, 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 6.
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: Jane Poole
jpoole@holmliegh.hackney.sch.uk or admin@holmliegh.hackney.sch.uk

1. Job details

Job title:*

2. Personal details

Applicant details

Title (Mr, Mrs, Miss, Mrs):*

Other:

Name:*

Surname:*

Date of birth:*

Please note that your date of birth will be used to check for any gaps in your employment and education history, which you can explain on page 2 and 3. We will also use it to monitor the effectiveness of our equal opportunities policy.

Address details

Address:*

Postcode:*

Contact details

Email:

Home phone:

Mobile:

Work phone:

Preferred means of contact:*

May we contact you at work? Yes No

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.

Current or most recent employment

application form – school support staff

Job title:

Company name:

Industry sector:

Country:

Employment start date:

Employment end date:

Salary:

Reason for leaving:

Job description:

Previous employment

Job title:

Industry sector:

Employment start date:

Salary:

Job description:

Company name:

Country:

Employment end date:

Reason for leaving:

Job title:

Industry sector:

Employment start date:

Salary:

Job description:

Company name:

Country:

Employment end date:

Reason for leaving:

Job title:

Industry sector:

Employment start date:

Salary:

Job description:

Company name:

Country:

Employment end date:

Reason for leaving:

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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.

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

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.

7. 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.

Referee one*

Name:*

Job title:*

Company:*

Address:*

Relationship to referee:*

Email:*

Telephone:*

Referee two*

Name:*

Job title:*

Company:*

Address:*

Relationship to referee:*

Email:*

Telephone:*

8. 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):

Previous applications

Have you applied for a job before with the school or any other school in the Borough?* Yes No

If yes, please state job title and reference number (if known):

Job share

Are you applying for a job share?* Yes No

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:

9. 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.

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?

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.

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

Is this subject to a work permit or visa?* Yes No

Criminal records disclosure (DBS)

Because of the nature of the work for which you are applying, this post is exempt from the provision of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose information which for any other purposes is 'spent' under the provisions of the Act. 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. Please note that we will request an enhanced Criminal Records Bureau check for all future Learning Trust employees.

Have you ever been convicted of a criminal offence (including convictions with Absolute Discharge), or been given a caution/reprimand/warning/bind-over order?* Yes No

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

~~Your name or initials~~

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:*

10. Equal opportunities monitoring

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.

Information will be treated in strict confidence and used only for monitoring purposes. This information will be 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 'Do not wish to disclose' boxes, as appropriate.

Job details*

Job applied for:*

Job reference number:*

Name:*

Gender*

Male

Female

Do not wish to disclose

Marital status*

Single

Civil partnership

Widow/Widower

Separated

Married

Living with partner

Divorced

Do not wish to disclose

Disability*

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. If you consider yourself to have a disability that falls under this definition, please specify it below.

No disability

Visual

Long term illness

Physical co-ordination

Speech

Learning difficulties

Mobility

Reduced physical capacity

Hearing

Mental health

Physical disability

Do not wish to disclose

Other disability, please specify: _____

Religion/belief*

Christian

Buddhist

Secular beliefs

Orthodox Jewish/Charedi

- Hindu Sikh Atheist/no belief Other Jewish
- Muslim Other, please specify: _____ Do not wish to disclose

Sexual orientation*

- Heterosexual Gay Lesbian Bisexual
- Do not wish to disclose

Transgendered/transsexual*

- Yes No Do not wish to disclose

Caring responsibilities*

Do you have any caring responsibilities? Yes No

Adults/sick

Adults/disabled

Adults/elderly

Children under 16

Children under 16/sick

Children under 16/disabled

Other, please specify: _____

Do not wish to disclose

Ethnic group*

White

British

Irish

Traveller of Irish heritage

Gypsy Roma

Turkish Cypriot/Turkish speaking (incl. Kurdish)

Other Kurdish

Greek/Greek Cypriot

Jewish

Orthodox Jewish/Charedi

White Eastern European

White other European

Black or Black British

Caribbean

African – Somali

African – Congolese

African – Nigerian

African – Ghanaian

Other West African

Any other African or Black background,

_____ please specify:

Chinese or South East Asian/South East Asian British

Chinese

Vietnamese

Any other White background,

Any other South East Asian background,

please specify:

please specify:

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background,

please
specify:

Any other ethnic group

Any other background, please specify: _____

Do not wish to disclose

Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background,

please
specify:

Short Form Privacy Notice For Application Forms

This wording is intended to be used within or to accompany your application forms, giving information on how you use the application information. This is not intended to be used instead of a privacy notice and is used solely to explain how the information contained within the application form is used.

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at [\[DETAILS\]](#) which detail how we use your information.

Why Do We Collect This Information?

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

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment: [\[DETAILS\]](#)

How we may share the information

Your name or

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 the personal 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 become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.