

Harlington School Application Form - Associate Staff

PLEASE ENSURE THAT YOU FILL IN ALL PARTS OF THE APPLICATION FORM. PLEASE BE AWARE THAT PROVIDING FALSE INFORMATION WILL RESULT IN THE APPLICATION BEING REJECTED, ANY OFFER OF EMPLOYMENT WITHDRAWN, OR SUMMARY DISMISSAL IF YOU ARE IN POST AND POSSIBLE REFERRAL TO THE POLICE. CHECKS MAY BE CARRIED OUT TO VERIFY THE INFORMATION YOU PROVIDE ON THE APPLICATION FORM.

SECTION 1 - POST DETAILS

Post details:

Application for the post of:

SECTION 2 - PERSONAL DETAILS

Please write in capital letters in black ink or type, do not include a CV. All sections of the form must be completed. You may attach continuation sheets if necessary.

Title:	Forename (s):
Surname:	Previous surnames:
Address for Correspondence:	Home Phone No:
	Mobile Phone No:
Postcode:	Work Phone No: (May we contact you at work?)
Email Address:	National Insurance Number:

SECTION 3 – EMPLOYMENT

PRESENT OR MOST RECENT EMPLOYMENT:

Name & address of employer:	Job Title:
Nature of business:	Salary scale and current salary:
Summary of job role, duties and responsibilities:	
Date of appointment (DD/MM/YYYY):	Employment end date (DD/MM/YYYY):
Notice required:	Reason for leaving:
<p><u>Gaps in employment</u></p> <p>Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education.</p> <p>Please list dates and the reason:</p>	



PREVIOUS EMPLOYMENT

Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.

Employer's Name and Address	From Month/Year	To Month/Year	Job Title and Summary of Job Role	Reason for Leaving



SECTION 4 EDUCATION AND QUALIFICATIONS

EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary.) Evidence of qualifications will be requested.

Place of learning and institutional type	Subject/Name of training or course	Qualification level (e.g. GCSE/Degree)	Grade/result	From Month/Year	To Month/Year

CONTINUING PROFESSIONAL DEVELOPMENT

Give details of the most recent, relevant courses attended and indicate any awards earned.

Subject/Title of course	Provider	Dates (Month/Year – Month/Year)	Grade/Result



SECTION 5 – SUPPORTING STATEMENT

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the position – personal strengths/weaknesses/experiences. Please address your suitability for this post, with reference to the Job Description and Person Specification. *You can use the space on the last page to continue if necessary.*



SECTION 6 - REFERENCES

Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. **It is the normal practice for references to be obtained before any formal interview.**

If you were known to either of your referees by another name please give details:

<p>1ST Referee – current or most recent employer: Please confirm that we can contact before interview. YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>2nd Referee – previous employer: Please confirm that we can contact before interview. YES <input type="checkbox"/> NO <input type="checkbox"/></p>
Title and Full Name:	Title and Full Name:
Position:	Position:
Name of school/ company:	Name of school/ company:
Address:	Address:
Tel:	Tel:
Email:	Email:
In what capacity does the above know you?	In what capacity does the above know you?

SECTION 7 – ADDITIONAL INFORMATION

1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK? <i>If yes, please give details</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Are there any restrictions on being resident or being employed in the UK? <i>If yes, please give details</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? <i>If yes, please give details</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Do you hold a full current driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. Are you a relative or partner of any Governor of the school? If YES, please state name of person and relationship.	YES <input type="checkbox"/> NO <input type="checkbox"/>
6. If you have a disability, please let us know of any special arrangements you may need to make, if you are short listed for interview	
7. How many working days have you lost due to sickness absence over the past twelve months?	
8. Please indicate any dates on which it would be impossible for you to attend an interview. Whilst the dates you provide will be taken into consideration, please note that it may not be possible to accommodate everyone's request when arranging interviews.	



SECTION 8 – DECLARATIONS OF CRIMINAL RECORDS, CAUTIONS AND CONVICTIONS

Harlington School aim to promote equality of opportunity. Criminal records will be considered for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). As Harlington School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a Disclosure and Barring Service check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that **you are required to declare any convictions, cautions or reprimands which you may have, even if they would otherwise be regarded as 'spent' under this Act, and any prosecutions pending against you.** Failure to disclose this information may result in disciplinary action or dismissal by the School and may lead to criminal proceedings.

I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Recordings being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered 'spent'.

I **do not** have any criminal offences against me

I **do have** criminal offences or prosecutions pending against me

If you do have criminal offences held against you, you must record full details in a separate, sealed envelope marked with your name and "Confidential: Criminal Record Declaration" and enclose this with your application.

Signed: _____

Date: ___/___/_____

Are you, or have you ever been, barred from working with, or been included on a list of people barred from working with, children, young people or vulnerable adults? YES NO

If yes, please give details:

Have you ever been the subject of any proven/unproven investigations (other than those that were investigated and proven to be unsubstantiated) in relation to your work with children, young people or vulnerable adults, whether in a paid or voluntary capacity or carried out privately? YES NO

If yes, please give details:



SECTION 9 - DECLARATION

I agree that any offer of employment with the school is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical clearance. In accordance with the 1998 Data Protection Act, it is agreed that the school may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual and electronic format, including the data in Section 2 of the Data Protection Act 1998. Harlington School is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may result in my application be rejected, any offer of employment being withdrawn and, in the event of employment, dismissal or disciplinary action by Harlington school.

Signed: _____

Date: __/__/____



SECTION 10 – EQUAL OPPORTUNITIES (CONFIDENTIAL)

Harlington School has an Equalities Policy to ensure all applicants are treated fairly and are appointed solely on their suitability for the post. The information given in this section will not be used to make decisions about who is recruited. You are, of course, not obliged to provide this information but the information you fill in will be used to improve equality in recruitment. Your information will be treated as strictly confidential under the Data Protection Act and will only be used for monitoring purposes.

Ethnicity

White:

English Welsh Scottish Irish Other

Black or Black British:

Caribbean African Other

Asian or Asian British:

Indian Pakistani Bangladeshi Chinese Arab Other

Mixed Ethnicity:

White and Black Caribbean White and Black African White and Asian

Any other mixed ethnicity

Any other Ethnicity

Prefer not to say

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

If yes, please give details

Gender

Male Female Other Prefer not to say

Nationality:

Please state where you saw this post advertised:



SECTION 11 – ADDITIONAL SPACE

Please use this space to continue your supporting statement or if you need additional space for further details on your employment/education.

