|  |
| --- |
| **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 OR WITHDRAWAL OF ANY OFFER OF EMPLOYMENT, 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. PLEASE COMPLETE USING BLACK INK OR TYPE. YOUR APPLICATION WILL BE TREATED IN THE STRICTEST CONFIDENCE.** |

|  |  |
| --- | --- |
| **Post Applied for:** |  |
| **How did you become aware of this vacancy?** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1: Personal Details** | | | |
| **Title:** |  | **Forenames:** |  |
| **Surname:** |  | **Previous Surname:** |  |
| **Home Address:** | | **Called Name:** |  |
|  | | **Tel No (home):** |  |
|  | | **Tel No (mobile):** |  |
|  | | **Email Address:** |  |
|  | | **Date of Birth:**  (not required unless appointed) |  |
| **Post Code:** |  | **National Insurance No:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 2: Present Employment | | | | | | | | |
| **Are you eligible to work in the UK?** | | | Yes | | | | No | |
| **Name of current/ most recent Employer:** |  | | | | | | | |
| **Address of current/ most recent Employment:** |  | | | | | | | |
| **Current/most recent**  **Job Title:** |  | | | | | | | |
| **Date Started :** |  | **Date employment ended (if applicable):** | |  | | **Current Salary/Salary on leaving:** | |  |
| **Reason for seeking other employment:** |  | | | | | | | |
| **Please state when you would be available to take up employment if offered:** | | | | |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 3: Previous Employment** | | | | |
| **From** | **To** | **Name of Employer** | **Position Held** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| If there are any gaps in your employment history, for example, looking after children or a sabbatical year, please give details below | | |
| **From** | **To** | **Details** |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 4: Education** | | | | | |
| Please start with most recent | | | | | |
| **From** | **To** | **Name of School/College/ University** | **Subject** | **Result/ Qualification** | **Date Awarded** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Section 5: To be completed for Teaching Applications only** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have Qualified Teacher Status? | | | Yes | No |
| Date gained Qualified Teacher Status | Date Induction Completed | Teacher Reference No: (TRN) | | |
|  |  |  | | |
| Email address you are registered with Teachers’ Pensions  (please note this email address will be provided to our payroll provider) | |  | | |
| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the National College for Teaching and Leadership (NCTL), any equivalent body in the UK or a regulator of the teaching profession in any other country? | | | Yes | No |
| Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an Academy? | | | Yes | No |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002? | | | Yes | No |
| **If answering "Yes" to any of the above questions please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 6: Membership of Professional Organisations and Institutions** | | | | |
| **Name of Professional Body or Organisation** | **Date Attained** | **Membership Status** | **Membership Number** | **By Examination**  **(Yes/No)** |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Section 7: Work Related Training (significant in last 5 years)** | | |
| **Date** | **Course/Training Details** | **Qualification or Award** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Section 8:** **Relevant voluntary work or spare time activities** – ***please give details of your interests, hobbies or skills, particularly if they could be of benefit to Highworth’s extra-curricular activities*** |
|  |

|  |
| --- |
| **Section 9:** **APPLICANT STATEMENT** Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 10: Relationship** | | | | |
| **Are you related to or do you maintain a close relationship with an existing employee or Governor of Highworth Grammar School? (if yes, please provide details below)** | | | Yes | No |
| **Name** | **Position within the School** | **Your Relationship** | | |
|  |  |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 11: Applicants with Disabilities** | | | |
| The Disability Discrimination Act 1995 (DDA) protects people with disabilities. The DDA defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities” | | | |
| **Do you consider yourself to have a disability according to the terms given in the Disability Discrimination Act? *(If yes, please list below any reasonable adjustments you would request)*** | | Yes | No |
| **During the interview process:** | **In carrying out the role for which you are applying:** | | |
|  |  | | |

|  |  |  |
| --- | --- | --- |
| **Section 12: Rehabilitation of Offenders Act 1974** | | |
| The post you are applying for is exempt from the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf) and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared subject to the DBS filtering rules see <https://www.gov.uk/government/collections/dbs-filtering-guidance> for further details on this.  An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to have an enhanced DBS check carried out. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.  If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly.  It is a condition of your application that you answer the questions below. | | |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules (see Appendix 1). | Yes | No |
| Is there any relevant court action pending against you? | Yes | No |
| If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | **Section 13: References** | | | | |
| Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer | | | |
| Name: |  | Name: |  |
| Occupation: |  | Occupation: |  |
| Address: | | Address: | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| Post Code: |  | Post Code |  |
| Telephone  Number: |  | Telephone Number: |  |
| Email: |  | Email: |  |
| Can we contact prior to interview | Yes  No | Can we contact prior to interview? | Yes  No |

|  |
| --- |
| **Section 14: Safer Recruitment** |
| It is the School’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Copies of the School’s Safer Recruitment policy and Safeguarding policy are available for download from the School’s website [www.highworth.kent.sch.uk](http://www.highworth.kent.sch.uk) Please take the time to read them.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. |

|  |
| --- |
| **Section 15: Your Health** |
| Removed to comply with the 2010 Equality Act. Please note, for jobs involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment. |

|  |
| --- |
| **Section 16: Declaration** |
| * I confirm that the information I have given on this application form is true and correct to the best of my knowledge. * I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body, whether of the UK or any other country. * I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008. * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. * I consent to the School making direct contact with the people specified as my referees to verify the reference.   Signed:  Date:    Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 15.    Please return this application form via email to: [HR@highworth.kent.sch.uk](mailto:HR@highworth.kent.sch.uk)  or via post to:  HR Department  Highworth Grammar School  Maidstone Road  Ashford  Kent  TN24 8UD |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 17: Equality and Diversity Monitoring Form** | | | | |
| Highworth Grammar School recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, religion or belief. We therefore welcome applications from all sections of the community. To help us ensure that our recruitment procedures give genuine equality of opportunity please answer the questions below. | | | | |
| **Name:** |  | **Post Title:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Please tick boxes as appropriate*** | | | | | | | | |
| **Gender** | | | | | | | | |
|  | Male |  | Female | |  | Transgender |  | Undeclared |
| Ethnic Origin *(Please tick the box which most closely describes your cultural background)* | | | | | | | | |
| ***White*** | | | |  | ***Mixed/Multiple Ethnic Groups*** | | | |
|  | British (English/Welsh/Northern Irish) | | |  |  | White & Black Caribbean | | |
|  | Irish | | |  |  | White & Black African | | |
|  | Any Other White Background *(Please specify)* | | |  |  | White & Asian | | |
| ***Asian/Asian British*** | | | |  | ***Black/African/Caribbean or Black British*** | | | |
|  | Indian | | |  |  | Caribbean | | |
|  | Pakistani | | |  |  | African | | |
|  | Bangladeshi | | |  |  | Any Other Black/African/Caribbean Background *(please specify)* | | |
|  | Any Other Asian Background *(Please specify)* | | |  |  | | | |
| ***Other Ethnic group*** | | | |  | ***Undeclared*** | | | |
|  | Chinese | | |  |  | Do not wish to declare | | |
|  | Arab | | |  |  |  | | |
|  | Other (please specify) | | |  |  | | | |
| **Religion and Belief** | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Christian |  | Buddhist |  | Hindu |
|  | Jewish |  | Muslim |  | Sikh |
|  | No Religion |  | Other Religion |  | Undeclared |

|  |
| --- |
| **Marital Status** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Single |  | Civil Partnership |  | Not disclosed |
|  | Married |  | Divorced |  |  |
|  | Separated |  | Widowed |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Age Range** | | | | | | | |
|  | 16-17 |  | 18-21 |  | 21-29 |  | 30-39 |
|  | 40-49 |  | 50-59 |  | 60 or over |  | Undeclared |