

Recruitment Application Form

Post Applied For:



Personal Details

Surname:

Previous Name(s):

Forename(s):

Title:

Address:

Telephone
Number:

Email Address:

Teacher number (if applicable)

NI Number:

Current Employment (or most recent)

Post Title:

Date Appointed:

Employer's Name:

Employer's
Address:

Latest Salary:

Allowances:

Date Left (if
applicable):

Reason for
Leaving:

Notice period:

References

(One reference MUST be from your current or most recent employer)

Name:

Name:

Job Title:

Job Title:

Address:

Address:

Contact Number:

Contact Number:

Email Address:

Email Address:

Relationship to
Applicant:

Relationship to Applicant:

References will be obtained before interview for roles involved in working in a regulated activity, in line with Keeping Children Safe in Education (KCSIE) guidance. References must be professional, not character references, and

from individuals who can comment authoritatively on your work. If your current or most recent job did not involve working with children, an additional reference is required from your last role where you worked with children.

Previous Employment - starting with the most recent (Please add more lines if required)					
Dates:		Employer's Name & Address:	Post:	Salary (incl. allowances):	Reason for leaving:
From:	To:				

Breaks in Previous Employment History (please state any breaks in service and the reasons)		
Dates:		Reason for break:
From:	To:	

Education

Dates:		Name & Address:	Qualifications:	Grade:
From:	To:			

Membership of Professional Organisations

Dates of Membership:		Professional Body / Organisation:	Membership Level: Grade: Duration:
From:	To:		

Relevant Professional Development (in the last 5 years)

Dates:		Organising Body:	Subject:	Grade:	Duration:
From:	To:				

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Summary of Experience, Skills, Knowledge & Competencies (continued)

Please outline your suitability for the role by referring to the person specification and providing evidence of impact and outcomes. (maximum of 2 pages):

Interview Arrangements

Please indicate below any dates you would not be available for interview:

Disability / Health Conditions

The Equality Act 2010 defines disability as 'A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.'

Do you consider yourself to be disabled? Yes ☐ No ☐

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable an interview, or which you wish us to take into account when considering your application?

Data Protection Act

The information you supply when on this application form will be held for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 6 months from last contact. When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed.

Applicant Declaration

I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualifications or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced. By signing this form, I agree to Hastings High School using this information to consult any third parties or external organisations for the purposes of confirming and / or clarifying such information.

I understand that if I don't tell you about any relationships with employees or governors at Hastings High School, or I neglect to tell you about any unspent criminal convictions including cautions, reprimands, warnings or that I am under investigation or have pending prosecutions and this is discovered after appointment, I could be dismissed without notice.

I understand that it is illegal to apply for a post that is a regulated activity if I have been barred from working in such activity. If it is discovered after appointment that I have been barred from working in a regulated activity, I am aware I will be dismissed without notice.

I can produce the original documents of my qualifications at the interview.

I understand that any canvassing, directly or indirectly, will be a disqualification.

I understand that enhanced DBS with Barred List check will be obtain, prior to confirmation of appointment.

I understand I MUST provide documents proving eligibility to work in the UK, prior to confirmation of appointment.

I am prepared to undergo a medical examination, prior to confirmation of appointment.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

Signature:

Date:

This application form should be completed fully and submitted along with a letter of application.

Please submit these to our HR Manager, Sarah Brown, at sarah.brown@hastings.school

FOR OFFICE USE ONLY – MUST BE REMOVED PRIOR TO SHORTLISTING**Equal Opportunities Monitoring Section**

Hastings High School wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. Hastings High School needs your help and co-operation to enable it to do this but filling in this form is voluntary. The information you provide will stay confidential and be stored securely.

1) How would you describe your ethnicity?

a) White

☐ British

☐ Irish

☐ Any other White background*

* Please state below:

b) Mixed

☐ White & Black Caribbean

☐ White & Black African

☐ White & Asian

☐ Any other mixed background*

* Please state below:

c) Asian & British Asian

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Any other Asian background*

* Please state below:

d) Black or Black British

☐ Caribbean

☐ African

☐ Any other Black background*

* Please state below:

☐ Prefer not to state

e) Chinese or another Ethnic Group

☐ Chinese

☐ Any other Ethnic Group*

* Please state below:

f) Gypsy / Traveller

☐ Irish Traveller

☐ Romany Gypsy

☐ Any other Asian background*

* Please state below:

2) My nationality is:

3) My sex is:

☐ Male

☐ Female

☐ Other

☐ Prefer not to state

4) My age band is:

☐ 16 to 24 years

☐ 25 to 34 years

☐ 35 to 44 years

☐ 45 to 54 years

☐ 55 to 64 years

☐ 65 or older

☐ Prefer not to state

5) The Equality Act 2010 defines disability as ““A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities”

I consider myself to be:

☐ Disabled

☐ Non-Disabled

☐ Prefer not to state

6) My religion is:

☐ Buddhist

☐ Christian (all denominations)

☐ Hindu

☐ Jewish

☐ Muslim

☐ Sikh

☐ None

☐ Prefer not to state

☐ Other *please state here:

7) My sexual orientation is:

☐ Bi-sexual

☐ Gay

☐ Lesbian

☐ Heterosexual

☐ Transgender

☐ Prefer not to state

☐ Other *please state here:

