



The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and CRB checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Post Applied For:	
Closing date for applications:	

1. PERSONAL DETAILS (please use block capitals)

Surname		Preferred Title	
First Name(s)		Date of Birth	
Address		N.I. Number	
		DfEE Number	
		Date of qualification	
Postcode		Country of qualification	
Telephone (home)		E-mail	
Telephone (work)		Fax	

2. EDUCATION AND ACADEMIC QUALIFICATIONS

School / College / University	From	To	Subject. Qualifications. Grades. Honours
Secondary (post 16)			
Higher Education			

Further postgraduate qualifications (including PGCE)			
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3. PRESENT APPOINTMENT (or most recent)

Post Held:			
School / College Address:			
Number on Roll:		Age Range	
Date Appointed:			
LEA / Employer:			
Responsibility Points: <i>(if applicable)</i>			
Present or Final Salary / CPS:			
Notice required:			
Consent to contact place of employment.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

4. PREVIOUS TEACHING APPOINTMENTS *(please start with most recent)*

Title of post and name of school/college/other employer	Status f/t or p/t	Type of School / College and age range	N.O.R.	Period of Service	
				From	To

5. PROFESSIONAL DEVELOPMENT

(please give details of courses relevant to this application and indicate any awards earned)

Course title	Provider	Duration	Dates	Awards <i>(if any)</i>

6. OTHER RELEVANT WORK EXPERIENCE (please start with most recent)

Nature of Occupation	Employer	Period of Service	
		From	To

7. INTERESTS (both professional and leisure)

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8. LETTER OF APPLICATION

<p>In support of your application, you are recommended to attach a statement giving your reasons for applying for this post. Include any information which you consider relevant to this application, addressing the key areas in the person specification.</p>

IT Skills

Training will be provided where required. Information given here will help us to plan training schemes							
Microsoft Office	Basic	Competent	High		Basic	Competent	High
Word				Powerpoint			
Excel				Databases			
E-mail				Others			
Project							

9a) DECLARATION BY APPLICANT

Personal Declarations
<p>The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these position you are not entitled to withhold information about police cautions, 'bind-overs' or any criminal convictions including any that would otherwise be considered 'spent' under the Act.</p> <p>Have you ever been convicted of any offence or 'bound-over' or given a caution? Yes/No</p> <p>If yes, please give details on a separate sheet and attach it to this form in a sealed enveloped marked 'Confidential Disclosure'.</p> <p>I understand that if my application is successful I will be required to obtain a CRB Disclosure at the appropriate level.</p>
Declaration – please read carefully
<p>For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Hayesfield Girls' School relating to the subject matter of this form, being processed by them in administering the recruitment process.</p> <p>I declare that the information I have given on this form is complete 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 The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.</p> <p>Signed: Date:</p> <p>Print Name:</p> <p>Any candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.</p>

9b)

<p>I appreciate that I must declare any close relationship with a member of the school's Governing Body, or with a member or senior official of the local education authority which has responsibility for the school. I understand that failure to disclose such a relationship may result in my disqualification.</p>

For persons who are not British or EU nationals

If you have any conditions related to your employment please give full details:

10. REFERENCES (not relatives)

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer (Note: if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.)

(i)		(ii)	
Name:		Name:	
Position:		Position:	
Address:		Address:	
Telephone No:		Telephone No:	
In what capacity do you know the above?		In what capacity do you know the above?	
If you were known to either of your referees by another name, please give details:			

11. EQUAL OPPORTUNITIES MONITORING

We aim to create the conditions in which all applicants and employees are treated solely on the basis of their merits, abilities and potential regardless of gender, colour, ethnic or national origin, age, socio-economic background, disability, religion, family circumstance, sexual orientation or other irrelevant distinction.

In order to carry out our equal opportunities policy, we must have some means of monitoring our recruitment and selection. Only by such measures will we be able to recognise potential sources of discrimination and take remedial action. The monitoring form will be separated from the application form and securely stored in the strictest confidence. It will be used for statistical monitoring only.

Please tick box as appropriate			
Sex:	Female <input type="checkbox"/>	Male <input type="checkbox"/>	
Marital Status:	Married <input type="checkbox"/>	Single <input type="checkbox"/>	
Age:	Below 26 <input type="checkbox"/>	26 - 35 <input type="checkbox"/>	
36 - 45 <input type="checkbox"/>	46 - 55 <input type="checkbox"/>	56 - 65 <input type="checkbox"/>	
How would you describe your ethnic origin?			
Black:	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Other <input type="checkbox"/>
White:	European <input type="checkbox"/>	Other <input type="checkbox"/>	
Asian:	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
Chinese: <input type="checkbox"/>			
Other: <input type="checkbox"/>	<i>Please specify:</i>		
Do you have any disability as described within the terms of the Disability Discrimination Act 1995	Yes <input type="checkbox"/>	No <input type="checkbox"/>	