**Hemlington Hall Academy Application Form**

Please read the Guidance for Applicants before completing this form. All sections must be completed using black ink or type. Your application will be considered only if you complete all the relevant sections of this form. If you need more space please attach a separate sheet(s). Please write the job reference and job title on each additional sheet.

**EQUAL OPPORTUNITIES STATEMENT**

Hemlington Hall Academy will afford equal opportunity in all aspects of employment, irrespective of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership.

**DECLARATION**

By submitting this application I am agreeing that the information given is true and correct and I understand that any offer of employment will be made on this basis. I understand that trying to influence employees, or Heads/Governors of educational establishments, in connection with this application, will disqualify me. I understand that in line with legislation, if the job for which I am applying will have access to children or vulnerable adults or is a designated job within the meaning of Disclosure and Barring Service (DBS) legislation, I agree to being checked by the DBS to disclose any criminal record I have. I also understand that I will need to complete Disqualification by Association’ checks, under the Children’s Act 2006. I understand that in line with legislation I will be required to provide evidence of my eligibility to work in the UK.

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| **JOB TITLE:** | **REF NO:** |
| **SCHOOL: Hemlington Hall Academy** | |

**PERSONAL INFORMATION** (Please complete in BLOCK CAPITALS)

Title:………… Surname/Family Name:………………………………………………………………………………………………  
Please give any previous names by which you have been known:………………………………………………………  
First Name: ………………………………………… Middles Name(s):…………………………………………………………….  
Address:……………………………………………………………………………………………………………………………………………...……….………………………………………………………………………………………………………………………………………………….…………………………………………………………………… Postcode:…………………………………………………………………….  
Telephone (Daytime):…………………….….. (Evening):………………....…….(Mobile):…………………….......  
E-mail Address:………………………………………………………………………………………………………………..……………  
Please tick this box to confirm you are happy for us to communicate with you using this email address:    
National Insurance Number:…………………………………………………………………………

**CURRENT OR LAST EMPLOYER**If you are applying for this job with no previous experience put “n/a” in this part of the application form.

Employer’s Name:…………………………………………….. Job Title:……………………………………………………………  
Address:…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..  
Postcode:………...…....…..….…… Date Appointed:…….…….......…..……… Salary:….……....…..…..….……  
Notice Period:………………………… Date Left:…………………………Reason for Leaving:………………………………  
Brief Description of duties and responsibilities:

**CAREER HISTORY –** Please account for any gaps in employment, training or education dates.  
**EMPLOYMENT –** If you are applying for this job with no previous experience, please put “n/a” in this part of the application form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer(s) (show latest employment first) | Position held and brief description of duties | Dates | | Reason for leaving |
| From | To |
|  |  |  | |  |

**SECONDARY EDUCATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Place you studied at | Dates | | Qualifications/Subject | Level | Grade | Date achieved |
| From | To |
|  |  |  |  |  |  |  |

**HIGHER EDUCATION: 6th Form / University / Further Education**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Place you studied at | Dates | | Qualifications/Subject | Level | Grade | Date achieved |
| From | To |
|  |  |  |  |  |  |  |

If you are applying for a teaching job, please confirm you are qualified to teach in England and Wales and that you are registered to do so. Please tell us your Teacher Registration Number.

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| Teacher Registration Number |
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**CONTINUING PROFESSIONAL DEVELOPMENT AND OTHER TRAINING COURSES**Please give details of how you have kept your skills up to date and any other courses/qualifications or CPD **undertaken in the last 3 years** relevant to the role for which you are applying

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**SKILLS, KNOWLEDGE AND EXPERIENCE**Using the person specification as a guide, please tell us how you feel your skills, knowledge and experience are relevant to this job. Remember to include any experience you have gained in community or voluntary work as well as employment. Please continue on a separate sheet if necessary.

It is important to complete this section. Simply referring to curriculum vitae is not acceptable.

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**OTHER DETAILS**

Hemlington Hall Academy has a policy of guaranteeing interviews for people with disabilities who meet all the essential criteria in the person specification for the job.

Under the Equality Act 2010 a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability under the Equality Act 2010? Yes  No

Do you require any reasonable adjustments to help you demonstrate your full potential in the recruitment process? If so, please give details:  
……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  
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Do you have a relationship with staff member or Governor within this Academy? Yes  No

NOTE: Please note canvassing of Members of the Academy or Trust directly or indirectly in connection with this application will disqualify you.

If YES, please state the person’s name, position/job title and relationship:

Name:………………………..….… Job:………………………….……………… Relationship……………………….…………

Do you hold a UK Driving Licence Yes / No If Yes, please specify the type (Full, HGV, etc.):………………..

As part of the recruitment process you will be required to provide evidence of your eligibility to work in the UK:

Are you eligible to work in the UK? Yes  No

Do you receive an occupational pension from the Local Government Pension Scheme? Yes  No

**REFERENCES**Please provide two references, one of which should be from your present or most recent employer. As this post requires a DBS disclosure, **we will take up these references before we interview you.** If you do not provide full contact details, including contact telephone numbers, for your reference, this may delay the recruitment/appointment process. If you have not worked previously, please name someone as a referee who has known you for at least three year but is not a relative.

**Reference 1:**Name:…………………………………………………………………. Job Title:…………………………………………………….……………….  
Organisation:…………………………………………………………………………………………………………………………………….…………….  
Address:………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………... Postcode:………………………………………………………..  
E-mail:……………………………….………………………………………………………….. Telephone:………………….……………..………..   
Relationship to you:…………………………………………………………………………………………………………………………….

**Please return the application form as instructed in the details of the advert for the job or to the address supplied with the application information. Please ensure you have sufficient postage.**

By submitting this application I am agreeing that the information given is true and correct and I understand that any offer of employment will be made on this basis.  
**Signed**:……………………………………………………………………….….. **Date**:………….……………………….

**IMPORTANT – Please read and complete the section: Rehabilitation of Offenders – Disclosures, on page 7 and make certain you have completed all other relevant sections of this form prior to signing and dating below.**

**Reference 2:**Name:…………………………………………………………………. Job Title:………………………………………………………….………….  
Organisation:…………………………………………………………………………………………………………………………………………….…….  
Address:………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………... Postcode:………………………………………………………..  
E-mail:……………………………….……………………………………………….….. Telephone:………………….…..……………………….  
Relationship to you:…………………………………………………………………………………………………………………………….

**Data Protection Statement:**The information you give on this form and the equal opportunities monitoring form will be used for recruitment monitoring purpose. If you are appointed to the job your name and address will be given to the recognised trade unions, who may contact you with membership information. Please tick this box if you do not want your information to be passed to the trade unions 

**Important: This page should be detached from your application form and placed in a sealed envelope marked**

**‘private and confidential’ and ‘for the attention of: Chair of Recruitment Panel’.**

**REHABILITATION OF OFFENDERS ACT – DISCLOSURE OF PREVIOUS CONVICTIONS**As an Equal Opportunities employer Hemlington Hall Academy will not unfairly discriminate against you if you declare that you have a criminal record. Criminal records are only taken into account when the conviction may be relevant to the job for which you are applying.

This post is exempt from the Rehabilitation of Offenders Act 1974., so you must tell us about any convictions, cautions or final warning you may have in the Convictions Section of this form, even if they are considered ‘spent’ under this Act.

We will keep in strict confidence any information we receive from the Criminal Record Bureau. We will store it securely during the recruitment and selection process.

A Criminal Record will not necessarily affect your chances of a post unless it makes you unsuitable for appointment. In making this decision we will consider the nature of the offence, how long ago and what age you were when you committed the offence, and any other relevant factors, including the Academy’s Safeguarding and DBS Policy and procedures.

Do you have any spent/unspent convictions? Yes  No  
If **YES,** please give the details of the offence, date of conviction, Judgement/sentence and any other additional information in the section below.

**DISCLOSURE OF PREVIOUS CONVICTIONS**Before completing this section please read the Guidance for Applicant which includes information on the Safeguarding and DBS Policies, which can be found on the school website.

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| --- | --- | --- |
| Details of offence | Date of Conviction | Sentence/Judgement |
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| Additional Information |
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Name (Please Print):…………………………………………………………….  
Sign:…………………………………………………………………………………….   
Date:……………………………………………………………………………………