

APPLICATION FORM – PROFESSIONAL OR SUPPORT ROLE

Post		School/Service	
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Please ensure you return this form on or before the date and time stated in the advertisement.

Please note that to minimise the impact of unconscious bias in the recruitment process, in some cases personal details may only be viewed after the screening and/or first stage relevant to the school or setting's recruitment process.

Personal Details

First Name(s)			
Last Name(s)			
Home Address			
Town/City	County		Postcode
Telephone	Mobile		
Email			

Permission to work in the United Kingdom (UK)

Do you have permission to work in the UK?

Yes No

If there are any restrictions on your right to work in the UK, please provide details here:

Please note: permission to work with a previous employer or in a previous post is not transferable

Qualifications, Training and Statutory Induction Period

Secondary school(s) or equivalent				
Name of school/college, location	Examinations passed			
	Date	Subject (with grade)		

Details of degrees/diplomas and any other qualification obtained or in progress

Name of college, university or other institution, location	Inclusive dates, month & year		Type of degree/ course title	Grade/ class (or state if still in progress)	Main subject
	From	To			

Details of any relevant short courses attended in the past five years

Date	Course Title	Provider

Employment History

Details of current or most recent employment					
Name and address of employer	Position held	Full/part time	Inclusive dates, month & year		Reason for leaving (if applicable)
			From	To	
Current salary			Any allowance(s) awarded		

Previous employment, voluntary work or other activities

Please complete with most recent employment/other activities first, detailing gaps between employment/other activities e.g. bringing up family, travelling, periods of unemployment etc. Please include any voluntary work or school based work experience. Please account for any periods since leaving school/university to ensure a chronological order of employment/other activity.

Employer/ organisation	Nature of business	Position held	Full/ part time	Inclusive dates, month & year		Reason(s) for leaving
				From	To	

Leisure activities

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

Personal Statement in support of application

In this section, you are asked to detail how your knowledge, skills and experience, or any other factors, relate to the criteria listed on the person specification and job description.

To avoid unconscious bias within recruitment processes, we encourage you not to include information such as your name, age, name of academic institutions, etc. within your supporting statement.

Referees

Please list referees who can comment on your skills and abilities to carry out the duties of the post for which you are applying. One of these must be your current line manager/ last employer. If your employer is/was a school, the referee provided must be the Headteacher. Our normal practice is to take up references prior to interview.

Referee 1 – Current or most recent employer		
Name	Name of employer	
Position	Telephone	
Email		
Address		
How is the above known to you?		
May we contact this referee prior to interview?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Referee 2		
Name	Name of employer	
Position	Telephone	
Email		
Address		
How is the above known to you?		
May we contact this referee prior to interview?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Declaration of criminal offences

The school is required to give you the opportunity to voluntarily declare convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). You will be provided with a criminal self-declaration form by the school if you are shortlisted for the post. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974. If you are appointed you will be required to have an up to date Disclosure and Barring Service (DBS) Certificate. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so. The DBS now offers an update service, which keeps DBS certificates up to date and allows employers to make an online check with an applicant's consent. This applies where the type and level of check are identical and in the same workforce area (e.g. schools).

Please confirm if you currently subscribe to the update service	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Declaration

Do you have a close relationship with, and/or are you related to, anyone in school or a school governor?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, state details below.
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I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a regulatory body.

In accordance with the Data Protection Act 1998, I agree that information I have provided may be held and used for personnel reasons.

I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.

I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.

I hereby declare that information given on this form is complete and accurate.

Name		Signature	
Date			

Childcare (Disqualification) Regulations 2009

The Department for Education (DfE) has revised its Statutory Guidance "Keeping Children Safe in Education".

This update requires schools which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009.

A person may be disqualified through

1. having certain orders or other restrictions placed upon them
2. having committed certain offences

Upon appointment an education setting may, therefore, require you to sign a declaration confirming that you are not disqualified under those Regulations from working in schools.

How did you find out about this job?	
Advertisement on Teach in Herts website	<input type="checkbox"/>
Advertisement on the TES website	<input type="checkbox"/>
Advertisement on Guardian online	<input type="checkbox"/>
Advertisement on Twitter	<input type="checkbox"/>
Advertisement on Facebook	<input type="checkbox"/>
Advertisement on LinkedIn	<input type="checkbox"/>
If other, please specify:	

Additional information	