

Strictly confidential

Application Form

Please complete this form in black ink or typescript as it may be photocopied. Rather than repeating information from a Curriculum Vitae, you may refer to your CV at the appropriate sections of this form, provided that you ensure that all information requested is supplied. If it is not, your application may not be accepted.

Position applied for



Click or tap here to enter text.

Personal details



# Mr/Mrs/Miss/Ms/other First name(s) Click or tap here to enter text.

Current surname Click or tap here to enter text. Previous surname Click or tap here to enter text.

Date of birth Click or tap to enter a date. National Insurance number Click or tap here to enter text.

Current address Click or tap here to enter text.

Town Click or tap here to enter text. Post Code Click or tap here to enter text.

Mobile Click or tap here to enter text. Home telephone no. Click or tap here to enter text.

Email address Click or tap here to enter text.

Do you hold a current driving licence? Yes / No

Previous addresses



If resident at current address for less than 5 years, please provide any previous addresses during this period. Please enclose an additional continuation sheet if required.

1. Click or tap here to enter text.

From ………… / ………… (MM/YYYY) To ………… / ………… (MM/YYYY)

1. Click or tap here to enter text.

From ………… / ………… (MM/YYYY) To ………… / ………… (MM/YYYY)

Secondary, Further/Higher Education



|  |  |  |  |
| --- | --- | --- | --- |
| From – toMonth / year | Qualifications gained | Establishment / awarding body | Date of award |
|  |  |  |  |

Employment experience



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From – to Month/year | Employer/Provider's name and address | Job title/course attendedCurrent Salary and benefits | Description and role/course | Reason for leaving |
|  |  |  |  |  |

References



Haileybury will seek references on successful candidates. Please give names and addresses of two persons from whom confidential references may be obtained. Where you are not currently working with children but have done so in the past, one referee must be the employer by whom you were most recently employed in work with children. Referees will be asked whether they are completely satisfied that the candidate is suitable to work with children or to work in an environment where children are present and if not, to provide specific details or concerns, including details of any disciplinary offences relating to children. In addition, Haileybury may approach any previous employer/relevant person for information to verify particular experience, qualifications or the candidate's suitability to work with or around children. Please note, open testimonials and references entitled 'To Whom it may Concern' are not acceptable. References will not be accepted from relatives or referees writing solely in the capacity of friends.

**Current/most recent employer**

Name Click or tap here to enter text.

Organisation Click or tap here to enter text.

Address Click or tap here to enter text.

Email address

Click or tap here to enter text.

Contact number Click or tap here to enter text.

**A previous employer**

Name Click or tap here to enter text.

Organisation Click or tap here to enter text.

Address Click or tap here to enter text.

Email address

Click or tap here to enter text.

Contact number Click or tap here to enter text.

Additional information



Please provide a statement of personal qualities and experience that you believe are relevant to your suitability of this position and how you meet the person specification. (You may, if you wish, submit this information as part of a covering letter).

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Other skills and interests



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Declaration



Please provide details of any family or close relationship to existing Haileybury employees (including members of Council) or Haileybury Students.

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Work permits



*Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?*

Yes / No

*If you are successful in your application, would you require a work permit to work in the UK?*

Yes / No

Notes



1. Candidates are reminded that canvassing of members of the School’s Governing Body (Council) will disqualify their application.
2. Providing false, misleading or incomplete information or statements is an offence and could result in this application being rejected or summary dismissal if the applicant has been selected and possible referral to the police.
3. Completed application forms, together with any covering letter, should be submitted by the published deadline.
4. The College will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the College’s Data Protection Policy and the Staff Privacy Notice which can be found on the website.
5. If your application is successful, the College 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 six months after the date on which you are notified of the outcome, Please refer to the College’s retention of records policy for further detail on how such information is retained by the College. Information on how the College uses personal data is set out in the College’s Privacy Notice, which can be found here <https://www.haileybury.com/privacy-notice>
6. Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection screening, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.
7. In order for us to process your application for employment we capture information about you. All information will be kept confidential. We will only use it to process your application for employment. Your criminal record is used to enable us to discharge our legal obligations as a school. We destroy this information once we have obtained it and simply log the fact that we have seen it. By signing and returning this application form, you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

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**Declaration**

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with Children, am not named on the DfES List 99, the Children's Barred List or the Protection of Children Act List, and I am not subject to any sanctions imposed by a regulatory body (including, but not limited to The Teaching Regulation Agency) and either (**please delete as appropriate):**

*I have no convictions, cautions or bind-overs.*

***Or***

*I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked private and confidential.*

Please note, identifying that you have had a conviction, caution or bind-over does not necessarily ban you from appointment. However, you are required to give details as the post for which you are applying is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended. All convictions, cautions and bind-overs including those regarded as ‘spent’ must be declared. A subsequent offer of appointment will be dependent upon the completion of a satisfactory Disclosure & Barring Check.)

I agree that if my application is successful a Disclosure and Barring check for criminal convictions/actions will be made and that I will complete a medical questionnaire. I also confirm that I am willing to undergo a medical examination and that a medical advisor appointed by Haileybury may consult my own doctor (in accordance with the legislation relating to access to medical records).

Failure to comply with the above or failure to disclose relevant convictions, cautions, bind-overs or any other relevant information, may result in the withdrawal of an offer of employment or summary dismissal if the applicant has been selected.

Where this form is submitted electronically and without signature, electronic receipt of this form by the College will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration below.

I hereby certify that the entries on this form are complete and correct to the best of my knowledge.

Signed…………………………………………… Date Click or tap to enter a date.

Please return this application form to **HR@haileybury.com**

Equal opportunities monitoring form



Haileybury is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality and ethnic or national origins), sexual orientation, trade union membership, religion or belief.

This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our employees.

This form will be kept separate from your application form and will be kept securely. Unsuccessful applications are normally kept for 6 months and then destroyed as confidential waste. Data collected from successful applicants will be recorded on their personal records.

We would be grateful if you would fill in this form and return it with your application form. You are not obliged to answer all questions, but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. Thank you for your assistance.

*Please complete in block capitals or type script, ticking the boxes which most closely relate to you.*

Name Click or tap here to enter text.

**1. Please state which job you have applied for and the date of you application:**

Job applied for Click or tap here to enter text.

Date of application Click or tap to enter a date.

**2. Where did you hear about the job for which you have applied?**

Newspaper  If ticked, please specify which newspaper

Click or tap here to enter text.

School website  Indeed

Friend

Other  If ticked, please specify.

Click or tap here to enter text.

**3. What is your gender?**

Male  Female

**4. Is your age between:**

16-24  25-34

35-44  45-54

55-64  65+

**5. How would you describe your nationality and/or ethnicity:**

**White: Black or black Chinese or other**

**British: ethnic Group:**

British - English  Caribbean  Chinese

Scottish

Welsh

Irish  African  Any other

ethnic Group

Any other white  Any other

background black background

**Mixed race: Asian or Asian**

**British:**

White and black  Indian

Caribbean

White and black  Pakistani

African

White and Asian  Bangladeshi

Any other mixed  Any other

background Asian background

**6. How would you describe your religion?**

My religion is Click or tap here to enter text.

I am not religious  Prefer not to say

Signed…………………………………………….…………………..

Date Click or tap to enter a date.

Please return this **Equal opportunities monitoring form** in a sealed envelope, attached to your completed application form.