

Application Form

Applicant Name (CAPITAL LETTERS): Enter text here.

Please return your completed application form to: zyousif@hfschool.org.uk

Thank you for your interest in this post.

The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential.

Please complete the application form in black ink or type and ensure you complete all the sections. The Declaration must be signed and can be found on the reverse of this form. When submitting this form electronically you will be required to confirm the information is accurate by ticking the box in section 13.

If you have any special requirements and/or require reasonable adjustments to enable you to complete this form and/or during the recruitment process, please contact the school office.

Section 1 – Post Details

Vacancy:	Enter text here.
School:	Enter text here.
Reference no. (if applicable)	Enter text here.
Closing Date:	Enter text here.

Section 2 – Personal Details

Title: Enter text here.	First name(s): Enter text here.
Last name: Enter text here.	Previous names: Enter text here.
Home telephone no: Enter text here.	Work telephone no: Enter text here.
Home email address: Enter text here.	Work email address: Enter text here.
Address: Enter text here.	
National Insurance no: Enter text here.	
Do you have the right to work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3 – Current Employment

Present/most recent employment

Employer's name and address: Enter text here.	
Nature of business: Enter text here.	
Current post title: Enter text here.	
Date appointed: Enter text here.	
Grade/salary range: Enter text here.	Current salary: £Enter text here.
Notice required: Enter text here.	
Reason for leaving: Enter text here.	
Brief outline of duties in your current or most recent job: Enter text here.	

Section 4 – Previous Employment

Please include all full time and part time positions. Please list the most recent first and continue on a separate sheet if necessary.

Employer	Start date	End date	Job title	Reason for leaving
Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.
Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.
Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.
Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.

Section 5 – Break in Employment History

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, career break, voluntary work, training.

Start date	End date	Reason for break
Enter text here.	Enter text here.	Enter text here.
Enter text here.	Enter text here.	Enter text here.
Enter text here.	Enter text here.	Enter text here.

Section 6 – Ability to travel

Do you have a valid driving licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have access to a vehicle which you are able to use for work purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not, are you able to travel, for work purposes, by another means of transport?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 7 – Education

Please include all University/College/Apprenticeships/Secondary Education etc.

Establishment	From	To	Qualification/awarding body	Grade	Date
Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.
Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.
Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.
Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.
Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.

Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.
Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.
Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.
Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.
Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.

Professional Qualifications

Including details of professional association membership

Do you hold Qualified Teacher Status (QTS)? Yes No

If yes, please complete the following:

Teacher Reference Number: Enter text here.

Date ECT Statutory Induction Period (if qualified since August 1999) (statutory requirement for maintained schools)

Started: Click or tap to enter a date. Completed: Click or tap to enter a date.

Section 8 – Other relevant training and development activities attended in the last five years

Brief description/Course title	Date	Organising body
Enter text here.	Enter text here.	Enter text here.
Enter text here.	Enter text here.	Enter text here.
Enter text here.	Enter text here.	Enter text here.

Section 9 – Information in support of this application

Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure

that any information submitted reflects your experience relating to the competencies that are detailed in the Person Specification (please continue on a separate sheet if necessary). *If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.*

Enter text here.

Section 10 - References

Please give the name and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months.

Please Note:

- (i) Referees will be contacted before interviews.
- (ii) If either of your referees know you by another name please give details.
- (iii) The Trust/school may contact other previous employers for a reference without your consent.
- (iv) References will not be accepted from relatives.

First Referee:

Name:	Enter text here.
Address:	Enter text here.
Company and Position:	Enter text here.
Telephone Number:	Enter text here.
Email Address:	Enter text here.
Relationship between referee and applicant:	Enter text here.
Period of time applicant known to referee:	Enter text here.

Second Referee:

Name:	Enter text here.
Address:	Enter text here.
Company and Position:	Enter text here.

Telephone Number:	Enter text here.
Email Address:	Enter text here.
Relationship between referee and applicant:	Enter text here.
Period of time applicant known to referee:	Enter text here.

Section 11 – Online checks

In line with the new safeguarding guidance, online searches will be completed for shortlisted candidates.

Keeping Children Safe in Education

“200. In addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Trust, school or college might want to explore with the applicant at interview.”

In order to help with the online search, please provide any social media handles for accounts that you hold e.g. Facebook, Instagram, Twitter, YouTube.

Platform	Handle
Enter text here.	Enter text here.
Enter text here.	Enter text here.
Enter text here.	Enter text here.
Enter text here.	Enter text here.
Enter text here.	Enter text here.
Enter text here.	Enter text here.

Please note that we only search for information that is publicly available online within the previous 5 years.

Section 12 – Close Personal Relationships

Are you a relative or partner, or do you have a close personal relationship with, any employee, Trustee or Governor of the establishment to which your application is being made?

Yes No

If 'yes', please state the name(s) of the person(s) and relationship (see notes below).

[Click or tap here to enter text.](#)

Failure to disclose a close personal relationship as above may disqualify you.

Canvassing of Governors, Trustees or senior Managers of the School/Trust by or on your behalf is not allowed.

Section 13 – Declaration

Please read the following statements and information relating to your application carefully. By submitting this form and clicking on the box below you are certifying that the information you have supplied is accurate and confirming that the declarations are true to the best of your knowledge. Any false information will result in the withdrawal of any offer of employment or, in the event of employment, in disciplinary investigation by the school which may result in dismissal.

Declaration

I certify that the information I have supplied on this form is accurate and true to the best of my knowledge.

Disclosure of Criminal Convictions

Short-listed candidates will be asked to complete a Self-Disclosure Form and, where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application.

A conviction/caution/reprimand will not necessarily be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment.

Safer Recruitment and Childcare Disqualification Checks

I certify that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post.

Short listed candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ("the Regulations") will be asked to complete a Disqualification Declaration Form.

Data Protection

I acknowledge that by completing this form the school will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the school will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice.

If I am the successful applicant I acknowledge that this information will be retained in line with the school's/Trust retention schedule. If I am not the successful candidate I acknowledge this information will be retained by the school/Trust in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.

All forms submitted (in paper or electronic format) will be held securely by the school/Trust in line with their data protection policy.

Thank you for applying for this post and your interest in working for this school/Trust. It is not our normal practice to acknowledge receipt of paper applications. If you submit this form electronically you will receive confirmation that the form has been received.

Name: Enter text here. _____ Date: __Enter text here. __

Signed: Enter text here. _____