

# Job Application Form



## *Confidential*

Please complete this form in **black ink** or **type** in the spaces provided.

The School will only accept applications from candidates completing the relevant Application Form in full. **CVs will not be accepted in substitution for completed Application Forms.**

### Details of Post Applied For

Job Title (& reference if given in advert)	
Where did you see the post advertised?	

### Personal Details:

Title:	First Name(s)	Surname:
If you have previously been known by another name, please specify:		
Address and Postcode:		
Daytime Contact Number:		
Evening Contact Number:		
Mobile Number (if different):		
Email Address (used to contact you about your application):		
Please indicate whether you have any family or close relationships with existing pupils or employees at St Hugh's School. If YES, provide details (nature of relationship, full name, year group, or employment role as applicable)		
If you have been at this address for less than 5 years, please provide details of previous addresses covering this period below (CONTINUE ON SEPARATE SHEET IF NECESSARY).		

**Further Details:**

Do you hold a current valid driving licence?

Yes

No

National Insurance Number

Have you lived abroad for any 6 months or more during the last 5 years? **\*YES/NO**

If Yes, be aware that you will need to provide the School with a Police Certificate of Good Conduct from the country/ies in which you lived.

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

**Right to work:**

Do you currently have the right to work in the UK?

- Do you require a permit to work in the UK? **\*YES/NO**
- If yes, do you have a current permit to work? **\*YES/NO**

\*If yes, you will need to provide the original along with originals of any other evidence that you are eligible to work in the UK if selected for interview.

**Education and Qualifications:** Please also include any relevant professional qualifications.

Name of Institution (e.g. School, College or University) most recent first.	Dates Attended		Qualifications with grades and dates obtained
	From (Month/Year)	To (Month/Year)	

**Professional Development/training:** Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application. Please continue on a separate sheet if necessary.

Course Title	Course Provider	Dates	Award (if any)


### Membership of Professional Bodies:

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

### Employment History:

Please give details of **all periods of employment** you have undertaken starting with your current or most recent post.

<b>Date Employed From:</b>	<b>Date Employed To:</b>	Position Held:	
Line Manager's Job Title & Employer's Name and Address		Reason for Leaving:	
		Notice Period:	
		Salary:	
Main duties:			
<b>Date Employed From:</b>	<b>Date Employed To:</b>	Position Held:	
Line Manager's Job Title & Employer's Name and Address		Reason for Leaving:	
		Salary:	
Main duties:			

<b>Date Employed From:</b>	<b>Date Employed To:</b>	Position Held:	
Line Manager's Job Title & Employer's Name and Address		Reason for Leaving:	
		Salary:	
Main duties:			
<b>Date Employed From:</b>	<b>Date Employed To:</b>	Position Held:	
Line Manager's Job Title & Employer's Name and Address		Reason for Leaving:	
		Salary:	
Main duties:			
<b>Date Employed From:</b>	<b>Date Employed To:</b>	Position Held:	
Line Manager's Job Title & Employer's Name and Address		Reason for Leaving:	
		Salary:	
Main duties:			

<b>Periods When Not Working:</b>		
Please give details or reasons for other periods/gaps of time when you have not been employed since leaving secondary education		
Date From (Month/Year)	Date To (Month/Year)	Reason

## Supporting Statement:

Please provide your personal supporting statement below detailing **why** you are applying for this position, demonstrating how your skills, experience and knowledge match the requirements set out in the job description and person specification for the post. Please continue on a separate sheet if necessary.

## Referees:

- References will only be sought for shortlisted candidates.
- **The first referee provided must be your present or most recent employer**, unless you have not been in employment before (then a tutor/Head of school is sufficient). If you are not currently working with children but have done so in the past, your second referee **must** be that employer.
- Please do not name relatives or people acting solely in their capacity as friends as referees.

Referee 1		Referee 2	
Name		Name	
Tel. Number		Tel. Number	
Email Address		Email Address	
How long have you worked at your current employer?		In what capacity do you know referee 2?	
Do you agree to references being taken up before interview?	YES/NO	Do you agree to references being taken up before interview?	YES/NO

## Reasonable Adjustments to the Shortlisting Process:

The School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require.

Are you currently registered with the DBS Update Service?		YES/NO
DBS Registration Number/Certificate		
Level of check obtained at point of registration? ( <i>select one</i> )	STANDARD / ENHANCED	
Which workforce was your check requested for at point of registration?	CHILDREN / ADULT / ADULT & CHILDREN / OTHER	

### Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

### Declarations:

St Hugh's is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, whether issued in the UK or another country, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. If you have a criminal record this will not automatically bar you from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria. (More information is available in the Staff Recruitment Policy available on the School website at <http://st-hughs.co.uk/Staff-Vacancies> or from HR on request.)

As the job for which you are applying involved substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (*e.g. the General Teaching Council for England, or the Teaching Regulation Agency*).

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in dismissal.

Signature of  
Applicant

Date