

# APPLICATION FORM

## CONFIDENTIAL

*The accompanying guidance notes provide advice on how to fill in this form.*

*Please type or write clearly using black ink.*

Please return to:

Post applied for:

Closing date:

## 1. Personal details

Title: (Mr, Mrs, Miss, Ms, Other)	<input type="text"/>	Last name:	<input type="text"/>
First name(s):	<input type="text"/>	Known as:	<input type="text"/>
Address:	<input type="text"/>	Post code:	<input type="text"/>
Address:	<input type="text"/>	How would you like us to contact you?	Email: <input type="text"/> Post: <input type="text"/>
*Preferred telephone no.	<input type="text"/>	Mobile phone no.	<input type="text"/>
*National Insurance no.	<input type="text"/>	*Email address: (please print clearly)	<input type="text"/>
Are you eligible to work in the UK	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Do you need a work permit or sponsorship certificate work in the UK?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Do you require further leave to remain?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

If yes, please clarify your status

### \*Above section must be completed\*

(If your application is successful you will be asked to provide documentary evidence of your entitlement to work in the UK before you commence employment.)

### (TEACHERS ONLY)

Do you hold Qualified Teacher Status (QTS)? Yes ☐ No ☐ If yes, please give QTS Certificate number (if applicable)

Have you successfully completed a period of induction as a qualified teacher in the country where the DFE require this? Yes: ☐ No: ☐

If yes please give date of completion: Are you registered with the General Teaching Council: Yes: ☐ No: ☐

If Yes, please give your Teacher Reference number (TRN) (DFE Number i.e. 12/34567)

Are you subject to any conditions/prohibitions placed on you by the TRA or another TRA in the United Kingdom? Yes ☐ NO ☐  
If yes, please give full details:

## 2. Present or most recent employment

(Please start with your most recent/current employment. If you do not have an employment history please leave blank).

Name of Employer/ School LEA	<input type="text"/>
Type of School	<input type="text"/>
Address:	<input type="text"/>
Post code:	<input type="text"/>
Telephone no:	<input type="text"/>

Position held :					
Date started:		Until:		Leaving date or notice required:	
Salary:		Grade/Spinal point:		TLR(s)	
				R&R	
Agency <input type="checkbox"/> Permanent <input type="checkbox"/> Temp <input type="checkbox"/> FTC <input type="checkbox"/> Supply <input type="checkbox"/> Full/time <input type="checkbox"/> Part/time <input type="checkbox"/>					
Brief Description of Duties:					
Reason for leaving if no longer employed:					

### 3. Previous Employment/Teaching Experience

Starting with your most recent job, paid and /or unpaid, please list previous employment providing all of the details requested. It is important that you include periods of unemployment: detailing which office you may have received benefits from, and if you have been self employed you will need to provide proof and continue on a separate sheet if necessary (*please give precise dates and number of hours worked if part-time*)

Employers /School 'type of school' (e.g. LEA, academy)	Position held & brief duties	Dates from/to dd/mm/yy	Salary	Reason for leaving

#### PLEASE PROVIDE DETAILS OF ANY GAPS IN YOUR EMPLOYMENT HISTORY – WITH DATES.


### 4. Education, Training and Qualifications (since age 11)

Please state the name(s) of the Secondary School, College and University attended and grades / qualifications obtained. Please list degrees/PGCE diplomas etc (Most recent first)

From/To	Name of establishment	Examination results <i>Subject, level, grade</i>

### Professional Qualifications / Registrations

Please provide details of any professional qualifications and membership of professional institutes that you hold.

Name of professional body	Membership grade and number	Date obtained

## 5. Training Courses attended if relevant

Please give details of any training that you have received, which support your application. Include any on the job training as well as formal courses.

Course title or description and provider	Courses attended	Date from - to

Continue on additional sheets as necessary (please state number of sheets attached \_\_\_\_\_ )

## 6. Statement in Support of Application

Please use this space to tell us how you meet each of the points on the person specification – you will find it useful to refer to the Guidance Notes to help you complete this part of the form. We need to have this information in order to consider your application.

If continued on additional sheets, please make sure your name is on each sheet and state the number attached here.....

## 7. Referees

Please give details of two employers who can provide us with a reference, one of whom must be your current or most recent employer. In the case of a first appointment, one referee should be from your school or college. You should only give personal references if employment references are not available.

If you are applying for headteacher position and are already a headteacher one referee should be from the Local Authority or Diocese and the other from your current chair of governors.

If you are a school / college leaver give the details of your Headteacher or Tutor or the manager of a voluntary group for whom you have worked.

**Please note: - that it is our policy to request references prior to interviews for short listed candidates only.**

Referee's name:		Referee's position:	
Address:		Post Code:	
Email address:		Telephone number:	
Referee's name:		Referee's position:	
Address:		Post Code:	
Email address:		Telephone number:	

## Miscellaneous

Canvassing of employees or councillors directly or indirectly will **disqualify** candidates from appointment.

**Are** you related to, or have a close personal relationship with, any Councillor, School Governor or Council employee?

Yes: ☐ No: ☐ If YES, please state their name and the position they hold

Name:		Position held	
Name:		Position held	

## External Applicants

Have you ever worked for Haringey Council or a Haringey School? Yes: ☐ No: ☐

If yes, please give dates From:  To:

Position held:  Line Manager:

Job Title on leaving:

Reason for leaving:

Name of School/ Directorate:

## 8. Declaration

This post is exempt from the Rehabilitation of Offenders Act 1974. If you have been convicted of a criminal offence, please give details (offence, date and sentence). In the event of a successful application, you will be required to apply for an enhanced DBS disclosure.

If you are applying for this post, you are not entitled to withhold information even if you have convictions, which would normally be considered to be "spent". Please answer Q1 and Q2.

Failure to declare any criminal convictions or cautions including those spent could result in withdrawal of any job offer, dismissal or disciplinary action by the Authority. You may be asked to provide details to the panel if selected for interview. Possession of a conviction or caution will not necessarily mean that you won't be appointed, each case is considered on its merits.

Q1. Have you ever been convicted of any Criminal offences? Yes: ☐ No: ☐ Please provide details on the enclosed Declaration Form.

Q2. Have you ever been disqualified from working with children or vulnerable adults? Yes: ☐ No: ☐ Please provide details on the enclosed Declaration Form

### The Equalities Act (2010)

The act defines a disabled person as "a person who has or has had in the past a physical or mental impairment which has substantial long term adverse effect on their ability to carry out normal day-to-day activities".

Under this definition do you consider yourself to be disabled? \*

### Data Protection

The information you provide on this form will be used to progress your application for employment and, if your application is successful, to administer your personnel record. The Data Protection Act 2018 basis for processing is that the processing is necessary for the performance of a contract or to take steps to enter into a contract with you. If you do not provide the information required, we will not be able to consider your application for employment.

Haringey Council's and Schools Record of Processing Activities sets out full details of why and how we use personal information. You have a right to access the information that we hold and have inaccurate information corrected. Please see the School's privacy notice for further information a copy of which can be obtained from the school.

I confirm that the information provided on this application form is correct and understand that any misrepresentation or omission may

render me liable to summary dismissal if engaged.

I understand that you will deal with all the information in line with the data protection legislation.

I Agree to all the terms and conditions above

Signed:

Date:

Please return this form latest **by the closing date shown in the advertisement**, to the address or e-mail address given on the advertisement.