**PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING. All sections must be completed.**

**Post Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **PERSONAL DETAILS** | | | |
| **Surname/**  **Family Name:** |  | **Preferred Title:** |  |
| **First Name(s):** |  | **Previous Surname:** |  |
| **Home Address**: |  | **Date of Birth:** |  |
|  | **Email:** |  |
|  | **Telephone (Home)** |  |
|  | **Telephone (Work)** |  |
| **Post Code**: |  | **Telephone (Mobile)** |  |
| **Teachers only** |  |  |  |
| **Teacher Reference No (TRN)** |  | **QTS Status** |  |

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| **CURRENT OR MOST RECENT EMPLOYMENT** | | | | | |
| **Employer’s Name:** |  | | | | |
| **Department/Section:** |  | | | | |
| **Address:** |  | | | | |
| **Job Held:** |  | **Grade:** |  | **Salary:** |  |
| **Date Started:** |  | **Are you still employed?** | |  | |
| If **YES,** amount of notice required |  | or, if **NO,** the date employment ended: | |  | |
| **Reason for leaving** | | | | | |
|  | | | | | |
| **Brief description of the main duties of your job** | | | | | |
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**PREVIOUS EMPLOYMENT DETAILS**

Please list all your previous jobs with dates to the nearest month starting with the most recent. (You should include all periods of work experience, work placements or voluntary work and periods when you were not in employment. **(This must date back to leaving secondary education with no gaps)**

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| --- | --- | --- | --- | --- |
| **From** | **To** | **Name and Address of Employer** | **Job Title** | **Reason for Leaving** |
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**EDUCATION/QUALIFICATIONS**

Please give details of your education including any professional qualifications, starting with the most recent attained

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| **Dates Attended**  **From / To** | **Name(s) and Address(es) of Secondary School/College/**  **University or other** | **Qualifications gained**  **(State: level/grade/date achieved)** |
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**LEISURE INTERESTS**

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

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**MEMBERSHIP OF PROFESSIONAL BODIES**

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| --- | --- | --- |
| **Name of Institute/**  **Professional Body** | **Current Level of Membership**  **(e.g. corporate)** | **Membership Number** |
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|  |  |  |
| Please give details of your involvement with these bodies (e.g. attendance at meetings) | |  |

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| **TRAINING AND DEVELOPMENT** |
| Please include details and dates of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application.  Please include how you keep your job skills up to date. |
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| **Person Specification Section** |
| It is essential that you complete this section related to the supplied Person Specification because:   * This form is your chance to show us how well you can do this job * Remember just saying you can do it is not enough; we need an example. * You can use examples from work, school, college, hobbies, voluntary work or daily life. |
| **Example:** Ability to prioritise workload  *In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, e.g. when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager.* |
| **Essential skills** |
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| **Desirable skills** |
| **Please write a paragraph of how you will assist the team in making Hatfield Community Free School a place where everyone has a chance of “a better future”.** |
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| REFERENCES | | |
| Please give the names, addresses and status of two referees who know you in an employment / or academic capacity that may be approached now.(If you are currently employed one referee **must** be your present employer). | | |
| 1 | Name: | Status: |
| Address: | Day time telephone: |
|  | Mobile: |
|  | Email: |
|  |  |
| 2 | Name: | Status: |
| Address: | Day time telephone |
|  | Mobile: |
|  | Email: |
|  |  |
| If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact. | | |

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| CRIMINAL CONVICTIONS |
| The post for which you have applied is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. You are required to disclose details of any criminal convictions, cautions or bind-overs, since this post provides substantial unsupervised access to children. You will be asked to disclose details on a separate form  **In the event of being employed by Hatfield Community Free School Trust any failure to disclose such convictions could result in dismissal or disciplinary action.**  We ask that you declare any such convictions if shortlisted for interview. |

**Health**

Please be aware that if you are successful in this application your appointment to this post will be subject to medical clearance.

**Where did you see this vacancy?**

**Are you a relative or partner of any employee or Governor of the School?**

Has someone else completed this form on your behalf?

**If yes,** please provide the person’s name and an explanation:

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| I hereby certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. You will have an opportunity to sign this form in person if you are invited to interview. |
| Signature: |
|  |
| Date: |

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| **ADDITIONAL INFORMATION** (for Salary and Pension purposes) |

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| National Insurance No. |  |  |  |  |  |  |  |  |  |  |  |

**When fully completed, please return the form to Mrs Amy John, School Business Manager at sbm@hcfs.org.uk**