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| **Application for Employment – Confidential** | | | | | | | | | **unique learning logo** |
| Please complete electronically and return to Human Resources, Hadlow Rural Community School, Hadlow, Tonbridge, Kent. TN11 0AU or e-mail it to ‘hr@hrcschool.org’ | | | | | | | | | |
| **Job Title** | |  | | | | | | | |
| Where did you see this post advertised? | |  | | | | | | | |
| **Personal Details** | | | | | | | | | |
| Surname | |  | | | | | | | |
| Forename(s) | |  | | | | | | | |
| Home address (incl. Postcode) | |  | | | | | | | |
| Address for correspondence if different to above | |  | | | | | | | |
| Email address | |  | | | | | | | |
| Contact Telephone Numbers | | Home | | | Work | | Mobile | | |
| May we contact you at these numbers | | Yes/No | | | Yes/No | | Yes/No | | |
| Teacher Reference No: | | | | | | | | | |
| Are you related to any governor or employee of Hadlow RCS? | | | | | Yes/No | | | | |
| If yes please give the name and relationship | | | | |  | | | | |
| If the post you are applying for is temporary, part-time or a job share please indicate the times/days you would prefer to work | | | | |  | | | | |
| Are you eligible to work in the UK? | | | | | Yes/No | | | | |
| National Insurance Number | | | | |  | | | | |
| **Rehabilitation of Offenders Act 1974**  Under the Rehabilitation of Offenders Act 1974 and regulations issued by the Home Office, Hadlow Rural Community School has a duty to ensure that a police check for possible criminal convictions is undertaken for those who apply for positions that give substantial access to children.  Applicants for employment will be required to disclose spent convictions. Have you ever been cautioned or convicted of a criminal offence(s)? If yes please provide details in the box below (please continue on a separate document if necessary). | | | | | | | | | |
|  | | | | | | | | | |
| **Employment History** | | | | | | | | | |
| **Present / Most Recent Employment**  Please give details of current / most recent employment | | | | | | | | | |
| Name of Employer | |  | | | | | | | |
| Address of Employer | |  | | | | | | | |
| Job Title | |  | | | | | | | |
| Start Date | |  | Salary and Benefits | | |  | | | |
| End date (if applicable) | |  | Notice Required | | |  | | | |
| Reason for leaving | |  | | | | | | | |
| Brief description of your present duties/responsibilities | | | | | | | | | |
|  | | | | | | | | | |
| **Previous Employment**  Most recent first – please explain any gaps in your career history | | | | | | | | | |
| Date From | Date To | Employers Name, Location and nature of business | | Position Held | | | | Reason for leaving | |
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| Do you have a current driving licence? | | | | Yes/No | | | | | |
| Do you have use of a car for work? | | | | Yes/No | | | | | |
| **Education and Qualifications – please list all qualifications** | | | | | | | | | |
| **Qualification** | | **Place of study** | | **Grades / Results** | | | | **Dates of study** | |
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| **Other Professional Development or Training** | | | | | | | | | |
| **Date** | | **Details** | | | | | | | |
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| **Membership of Professional Bodies** | | | | | | | | | |
| **Name** | | **Details** | | | | | | | |
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| **Other Skills** (including languages, ICT skills which may be relevant to this application) | | | | | | | | | |
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| **General – Leisure Interests / Activities** (including voluntary experience) | | | | | | | | | |
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| **Public Duties** (e.g. JP, Local Councillor, School Governor) | | | | | | | | | |
|  | | | | | | | | | |
| **References** | | | | | | | | | |
| Please give details of two people, one of whom must be your present or most recent employer (or tutor in the case of a student) from whom confidential references may be requested. If these people know you by a different name from the one given at the beginning of this application please give details below.  References may be taken up before an offer of employment is made and in certain circumstances a reference may be requested from any of your previous employers. | | | | | | | | | |
| Name of referee | |  | | | | | | | |
| Address | |  | | | | | | | |
| Telephone Number (s) | |  | | | | | | | |
| Email address | |  | | | | | | | |
| Relationship to you | |  | | | | | | | |
| May we contact this person before you come to interview? | | Yes/No | | | | | | | |
|  | | | | | | | | | |
| Name of referee | |  | | | | | | | |
| Address | |  | | | | | | | |
| Telephone Number (s) | |  | | | | | | | |
| Email address | |  | | | | | | | |
| Relationship to you | |  | | | | | | | |
| May we contact this person before you come to interview? | | Yes/No | | | | | | | |
| **Reason for Application** | | | | | | | | | |
| Please state why you are applying for this post. | | | | | | | | | |
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| **Declaration** | | | | | | | | | |
| I certify that to the best of my knowledge the information in this application is a true and accurate record. I understand that any false statement may be a cause for rejection or if employed, dismissal.  I also certify that I have not been barred from working with children, young people or vulnerable adults, nor am I subject to sanctions imposed by a regulatory or professional body.  Please note that the details on this application form will be entered onto the Hadlow Rural Community School computer system. In signing this application form you are agreeing to the processing and storage of these details. | | | | | | | | | |
| Signed | |  | | | | | | | |
| Date | |  | | | | | | | |
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| **Equal Opportunities Monitoring** | | | | | | | | | |
| Hadlow Rural Community School is an equal opportunities employer and aims to ensure that no job applicant receives less than favourable treatment on the grounds of their gender, marital status, age, disability, race, religion or sexual orientation. Candidates will be selected on merit. Any information given on this form will be treated in the strictest confidence and will not be used as part of the selection process. In order to monitor the effectiveness of our equal opportunities policy and practice, Hadlow RCS requests that all applicants complete the form. In accordance with the Data Protection Act 1988, the information you have provided will only be used for the purpose of equality monitoring. The monitoring form will be separated from your application form on receipt and will be retained in a secure location for 6 months.  Please delete alternatives leaving your answer. | | | | | | | | | |
| **Sex** | | Male / Female | | | | | | | |
| **Marital Status** | | Single / Married / Civil Partnership / Divorced / Widowed | | | | | | | |
| **Disability** | | | | | | | | | |
| Do you consider yourself to be disabled? | | Yes / No | | | | | | | |
| If yes please give details | |  | | | | | | | |
| **Please indicate if you require adjustments or assistance to enable you to attend an interview**  *(Please note this information may have to be disclosed to the recruiting manager after shortlisting in order to ensure that the adjustments required are facilitated where possible)*  *As part of its commitment to equal opportunities Hadlow RCS offers a guaranteed interview for applicants with disabilities who meet the minimum criteria as specified in the job description* | | | | | | | | | |
| **Sexual Orientation** | | Bisexual / Heterosexual / Homosexual / Other (please specify) | | | | | | | |
| **Race** | | | | | | | | | |
| **White or White British** | | English / Scottish / Welsh / Irish / Gypsy/Traveller / White Other (please specify) | | | | | | | |
| **Dual Heritage** | | Black/White Caribbean Black/White African White/Asian Other (please specify) | | | | | | | |
| **Asian or Asian British** | | Indian / Pakistani / Bangladeshi / Other (please specify) | | | | | | | |
| **Black or Black British** | | Caribbean / African / Other (please specify) | | | | | | | |
| **Chinese or other ethnic group** | | Chinese / /Other (please specify) | | | | | | | |
| **Religion** | | Buddhist / Christian / Hindu / Jewish / Muslim / Other (please specify) | | | | | | | |

**Thank you for completing this form**