



Application Form

We are proud to be an inclusive employer and community. We are committed to building a workforce that reflects the diversity that we value in our communities. We welcome applications from talented individuals from a wide range of backgrounds.

All the information you are asked to provide in support of your application will be handled in confidence. It is important that you complete the form accurately and in full. If there is any information that you are unable to provide, please explain on a separate page. Applications that are incomplete without a satisfactory written explanation will not be considered

1. Location (Select from drop down list)

Haberdashers' Aske's Federation Trust is a multi-academy trust of four secondary schools and five primary schools in south-east London.

Please select (by clicking on the drop down list below) the location of the job that you are applying for:

2. Post Title (please type in below)

3. Job Reference (please type in below)

4. Personal Details (please fill in table below)

Preferred Title:	(Mr/Mrs/Miss/Ms/Dr/Other)
Surname:	
Forenames:	
Home Address:	
Post Code:	
Tel No:	
Email:	

5. Referees (please fill in table below)

All applicants are required to give the names and addresses of two persons willing to provide a reference, one of whom must be your present or most recent employer. References will be taken up prior to interview unless there is included here a specific request to the contrary.

Referee 1		Referee 2	
Name:		Name:	
Address:		Address:	
Tel No:		Tel No:	
Email:		Email:	
Post Held:		Post Held:	
<input type="checkbox"/> Please select this box if you do not wish for us to contact this referee prior to interview.		<input type="checkbox"/> Please select this box if you do not wish for us to contact this referee prior to interview.	

6. Teacher Status (only complete this section for teaching/ teaching related posts)

a) Are you recognised by the Department for Education as a qualified teacher in this country?

☐ Yes ☐ No

If yes, please give date of recognition:

b) If yes, please quote your GTC number:

c) Do you require a work permit?

☐ Yes ☐ No

N.B. As required by the Asylum and Immigration Act 1996, if you are appointed, we shall check your right to work in this country

7. Experience (please fill in table below)

Please state, in order of date, where you have been employed - your present post should be included as the first entry.

Name and nature of organisation	From (date)	To (date)	Nature of Role and Responsibility	Reason for leaving

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What is your current salary? (please state in this box)	
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8. Qualifications (please fill the table in)

Please list all training and qualifications that are relevant to this post including 'A' Level or equivalent, and equivalent professional qualifications.

Course title and main subject	Certificate / Qualification (if any)	Dates	Where obtained

9. Courses and Training (please fill in table below)

Please supply dates and details of any courses you have attended during the last three years.

Detail	Organising Body	Qualifications (if any)

10. Other Interests and experiences (please fill in below)

Please give details of any other activities or interests, paid or unpaid, which you feel are relevant to this post or any relevant experience and knowledge of language other than English.

11. Supporting Statement (please refer to job description/ person specification)

Please show how you meet the requirement of the post.

12. Finally (please select below)

Please tell us where you found the job advert:

The Federation is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. If we discover that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any

relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates. If such a discovery is made after you have been appointed then you will be liable to be dismissed without notice.

☐ I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

☐ I agree to Haberdashers' Aske's Federation processing personal data contained in this application form and other relevant data which the Federation may obtain from me or other people as part of the staff recruitment procedure.

Signature:	
Date:	

Once completed, please return this form along with the Equal Opportunities Monitoring Form to the email address shown on the job advert. If you are unsure which address to return it to, email crayfordhr@haaf.org.uk who will be able to assist you.