1. Location

Application Form

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. Continue any section on a separate sheet if necessary.

We are a multi-academy trust of four secondary schools and five primary schools in central and south east London. Please select (by clicking on the box next to the name) the location of the job that you are applying for:

|  |  |  |
| --- | --- | --- |
| **Primary Schools**  | **Secondary Schools**  | **Central Federation**  |
| [ ]  Crayford Temple Grove | [ ]  Borough Academy | [ ]  Central Federation |
| [ ]  Hatcham Temple Grove | [ ]  Crayford Academy | [ ]  ATLAS Teaching School Alliance |
| [ ]  Hatcham Temple Grove Free School | [ ]  Hatcham College  |  |
| [ ]  Knights Temple Grove | [ ]  Knights Academy |  |
| [ ]  Slade Green Temple Grove |  |  |

# 2. Post Title

|  |
| --- |
|  |

# 3. Job Reference

|  |
| --- |
|  |

# 4. Personal Details

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

# 5. Referees

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:** |  |
| [ ]  Please select this box if you do not wish for us to contact this referee prior to interview. | [ ]  Please select this box if you do not wish for us to contact this referee prior to interview. |

# 6. Teacher Status

a) Are you recognized by the Department for Children, Schools & Families 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 state, in order of date, where you have been employed - your present post should be included as the first entry.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of organisation**  | **Type of School (e.g. Ind. Comp. 11-16/ 11-19)** **and Role** | **From (date)** | **To (date)** | **Salary (e.g. Pay Point, Resp. Allowance)** | **Nature of Role and Responsibility** | **Reason for leaving** |
|  |  |  |  |  |  |  |

# 8. Qualifications

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 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 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 for Job Application

Please show how you meet the requirement of the post.

|  |
| --- |
|  |

# 12. Finally

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 to the email address shown on the job advert. If you are unsure which address to return it to, email federation@haaf.org.uk who will be able to assist you.