**Please return the completed form to** [**recruitment@horsforthschool.org**](mailto:recruitment@horsforthschool.org)**.**

**Note: All correspondence relating to your application will be communicated via email. Please ensure you check your Junk Email.**

**Closing Date:**

Click or tap here to enter text.

**Grade:**

Click or tap here to enter text.

**Application for Employment as:**

Click or tap here to enter text.

**National Insurance No:**

Click or tap here to enter text.

**Title and Full Name**

Click or tap here to enter text.

**If you are selected for interview, are there any dates when you would be unavailable?**

Click or tap here to enter text.

**Address for Correspondence:**

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

**Postcode:** Click or tap here to enter text.

**Telephone Number:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**When would you be available for work?**

Click or tap here to enter text.

**References**

Please give the names and addresses of **two referees** Please ensure you include your most recent employer, or if you are not employed your last employer. Please ensure the referee covers the previous 5 years of your employment. **Please do not provide two referees from the same organisation.**

**Name:** Click or tap here to enter text. **Name:** Click or tap here to enter text.

**Organisation:** Click or tap here to enter text. **Organisation:** Click or tap here to enter text.

**Occupation:** Click or tap here to enter text. **Occupation:** Click or tap here to enter text.

**Address: Address:**

Click or tap here to enter text.Click or tap here to enter text.

Click or tap here to enter text.Click or tap here to enter text.

Click or tap here to enter text.Click or tap here to enter text.

**Postcode:** Click or tap here to enter text. **Postcode:** Click or tap here to enter text.

**Telephone No:** Click or tap here to enter text. **Telephone No:** Click or tap here to enter text.

**Email:** Click or tap here to enter text. **Email:** Click or tap here to enter text.

**Capacity in which known: Capacity in which known:**

Click or tap here to enter text.Click or tap here to enter text.

**Please note ALL referees will be contacted prior to interview.**

**CONTINUED PROFRESSIONAL LEARNING/TRAINING (appropriate to the role)**

**Course title Provider Course Completed Awards**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECONDARY, FURTHER AND HIGHER EDUCATION** | | | | |
| **Date (MM/YY)**  **(from: to:)** | **School, College, University** | **Examinations taken** | **Full/Part time** | **Result/grade** |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CONTINUED PROFESSIONAL LEARNING/TRAINING (appropriate to the role)** | | | | | | | | | | | |
| **Course title** | | | | **Provider** | | | **Course Completed** | | | **Awards** | |
|  | | | |  | | |  | | |  | |
| **Current or most recent position** | | | | | | | | | | | | |
| **Job title** | | Click here to enter text. | | | | | | | | | | |
| **Current employer** | | Click here to enter text. | | | | | | | | | | |
| **Salary** | | Click here to enter text. | | | | | | | | | | |
| **Grade/Allowances** | | Click here to enter text. | | | | | | | | | | |
| **Start date** | | Click here to enter text. | | | | | | | | | | |
| **End date** | | Click here to enter text. | | | | | | | | | | |
| **Period of service** | | Click here to enter text. | | | | | | | | | | |
| **Employing Authority** | | Click here to enter text. | | | | | | | | | | |
| **Previous experience covering the past 5 years** | | | | | | | | | | | | |
| **Name of employer** | **Job title** | | **Salary** | | **Grade/allowances** | **Start date** | | **End date** | **Period of service** | **Reason for leaving** | | |
|  |  | |  | |  |  | |  |  |  | | |
| **Please show that you have the knowledge required for this role** | | | | | | | | | | |
| **Please show that you have the experience required for this role** | | | | | | | | | | |
| **Please show that you have the skills required for this role** | | | | | | | | | | |
| **Please add any further information in support of this application** | | | | | | | | | | |
|  | | | | | | | | | | |

**Please indicate where you saw this vacancy advertised:**

|  |  |
| --- | --- |
| Social media, e.g. Facebook |  |
| Horsforth School website |  |
| TES website |  |
| Leeds City Council website |  |
| Other (please specify) |  |

**CRIMINAL CONVICTIONS – PLEASE READ**

The post you are applying for requires you to have a Disclosure & Barring Service check and you will be required to disclose details of your criminal history prior to your interview. However, due to amendments to the Exceptions Order 1975 (2013 & 2020) certain spent convictions and cautions are protected and not subject to disclosure. Details can be found at <http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf> and at http:hub.unlock.org.uk/knowledgebase/filtering-cautions-convictions/ and we advise you to visit this site prior to submitting an application. Having a criminal record is not necessarily a bar to obtaining a post. This information may be discussed with you should an offer of employment be made and is in order to assess any job related risks. However, we consider merit and ability and you will not be discriminated against unfairly. Failure to disclose such information may result in any offer of employment being withdrawn. A DBS check will be carried out for successful applicants – this check for disclosure of criminal history will include spent convictions, pending prosecutions/current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions may result in dismissal. Any information given will be treated confidentially and will only be considered in relation to this application. The school has a Recruitment of Ex-offenders Policy which is available upon request and is provided to all DBS applicants.

Please visit<http://hub.unlock.org.uk/knowledgebase/filtering-cautions-convictions/> before completing the final section.

**Data Protection Act**

The information you submit will be processed by Horsforth School. Your data will be used for the purposes of Horsforth Schools Recruitment and Selection process. It will be used to monitor the effectiveness of the School’s policies and practices, in particular its Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details, contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

Your information may also be disclosed to the following third parties:

Survey and research organisations (for monitoring purposes only)

Local Government Authorities

Central Government Authorities

Organisations that handle or investigate the proper use of public funds

Law enforcement Authorities.

**Declaration**

I consent to Horsforth School recording and processing the information detailed in this application form. I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon Horsforth School complying with their obligations under the Data Protection Act 1998.

I can confirm that all information given in this application is accurate and I agree that if my application is successful my appointment will be subject to satisfactory criminal vetting under the legislation for the protection of children.

**Signed:** Click here to enter text. **Date**: Click here to enter a date.