**Harlington Upper School**

**Application for Employment**

**Teaching Jobs**

Harlington Upper School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Our Safeguarding Policy can be found on our website: <https://www.harlington.org/parents/school-policies-and-statutory-information/> It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Please read the information and guidance given on this form carefully. Your application will be rejected if it is not completed correctly. We reserve the right to interview early, should a suitable candidate be found.

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| SECTION A - POSITION DETAILS | |
| Position applied for: |  |
| Please state where you saw the post advertised: |  |

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| SECTION B - PERSONAL INFORMATION | | | |
| Surname: |  | | |
| First Name: |  | | |
| Middle Name(s): |  | | |
| Title: Mr/Mrs/Miss/Ms/Dr |  | | |
| Previous Names (please state details of all previous names used) |  | | |
| Address: |  | | |
| **Telephone Number:** | Daytime | | Evening |
| **Email Address:** |  | | |
| **National Insurance Number:** |  | | |
| **Are you recognised as a qualified teacher by the DfE?** | YES/NO | **Date Qualified Teacher Status (QTS) awarded:** |  |
| **If you have obtained your QTS after 1999, have you successfully passed your induction year(s)?** | YES/NO | **If no, state reason:** |  |
| **DfE Reference Number:** |  | | |

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| SECTION C - CURRENT/MOST RECENT EMPLOYMENT/VOLUNTARY WORK | | | |
| **Name and address of school/ organisation**: | | Start Date: | End Date: |
| Job Title: | |
| Current Salary/Pay Rate: | |
| Date of Appointment: | |
| Notice Required: | |
| **Summary of Duties and Responsibilities**: | | | |
| ***Are you currently in employment?*** *(If no – state the date the employment ended and the reason.)* | | | |
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| **Salary: Please state scale point(s) and any allowance for any specific responsibility.** | | | |
| **Pay Spine:** | Main/Upper/Leadership/Unqualified | | |
| **Pay Point:** |  | | |
| **Salary:** |  | | |
| **Allowance/TLR Level:** |  | | |
| **Allowance/TLR Amount:** |  | | |
| **Allowance/TLR Reason:** |  | | |

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| SECTION D - EMPLOYMENT HISTORY | | | | | | | | |
| Please give details of your **full** employment history in date order, starting with the most recent. You must list **all** employment, career breaks and any periods of unemployment, education and voluntary work since leaving secondary education, without any gaps. (Please use an additional sheet if necessary.) | | | | | | | | |
| **Employment Dates**  (To nearest Month) | | | **Organisation**  **Name and Address** | | **Position Held** | | **Reason for Leaving** | |
| **From:** | **To:** | |
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| **Please give full details and reasons of any gaps in work history**: | | | | | | | | |
| **SECTION E - EDUCATIONAL/PROFESSIONAL/SPECIALIST QUALIFICATIONS** | | | | | | | | | |
| Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview. | | | | | | | | | |
| **Dates attended** | | | | **Name and address of School,**  **College or University attended:** | | **Qualifications: (NVQ, GCSE,**  **A’ level, Degree etc)** | | **Grade/Result received:** | |
| **From:** | | **To:** | |
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| **SECTION F – RELEVANT TRAINING** | | | |
| Please provide details of any training you have completed that is relevant to the post you are applying for. | | | |
| **Date of Completion:** | **Name of Organisation:** | **Name of specialist training courses:** | **Result received:** |
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| **SECTION G - ADDITIONAL INFORMATION** |
| Please provide a supporting statement to your application, detailing your suitability for the role. Please provide examples to illustrate your knowledge, skills and experience. (Please use no more than 500 words.) |
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| **SECTION H - REFERENCES** |
| **The first referee must be the Headteacher from your current school.**  **The second must be the Headteacher from the previous school.**  Harlington Upper School is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, and it is our practice to request references prior to interview. |

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| **First Referee from current employer (see guidance above)** | | | |
| **Referee Name:** |  | **Referee’s Job Title:**  **(This reference should be from the Headteacher or equivalent)** |  |
| **Address:** |  | **Telephone Number:** |  |
| **Length of time known:** |  |
| **Business Email Address:** |  | **Relationship to applicant:** |  |
| **I agree to this reference being taken prior to any interview: Yes/No** (delete as appropriate) | | | |

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| **Second Referee (This should be your previous employer – see guidance above)** | | | |
| **Referee Name:** |  | **Referee’s Job Title:**  **(This reference should be from the Headteacher or equivalent)** |  |
| **Address:** |  | **Telephone Number:** |  |
| **Length of time known:** |  |
| **Business Email Address:** |  | **Relationship to applicant:** |  |
| **I agree to this reference being taken prior to any interview: Yes/No** (delete as appropriate) | | | |

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| **SECTION I - FURTHER INFORMATION** | |
| 1. **Are you subject to any legal restrictions in respect of your employment in the UK?** You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service. | YES/NO |
| 1. Have you lived or worked outside of the UK in the last 10 years? | YES/NO |
| 1. Are you subject to a sanction or have you been at any time barred from working with children or vulnerable adults by the DfE or any other regulatory, professional or governing body? | YES/NO |
| 1. Are you, to your knowledge, related to or have a close relationship with any student, employee, Governor/Trustee/Member of the school or Trust? | YES/NO |
| 1. Do you hold any other appointments that would continue if you were appointed to this job? | YES/NO |
| 1. Are you currently subject to any sanction, or have you at any time been barred or suspended from working with children or vulnerable adults, by any regulatory, professional or government body. | YES/NO |
| If you have answered 'yes' to questions 1, 2, 3, 4 or 5, please give details below: | |
| The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. If you are successful at interview you will be required to declare any spent and unspent convictions, adult cautions (simple or conditional) that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). | |

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| **SECTION J - DECLARATION** |
| **I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.**  **I understand that any subsequent contract of employment with the school will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.**  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **If you lobby employees of the school, either directly or indirectly, in connection with your application you will be disqualified.** |

Assurance is given that this information will be treated confidentially and processed in accordance with Data Protection Legislation. It will only be disclosed in appropriate circumstances; not held for longer than necessary and kept securely. Further information about how data is used and the basis for processing data can be provided by the school.

**Please return your completed application form to** [**hjones@harlington.org**](mailto:hjones@harlington.org) **or to**

**Helena Jones, Headteacher’s PA/HR Manager, Harlington Upper School, Goswell End Road, Harlington, Beds LU5 6NX.**

**Monitoring Equality and Diversity in Employment**

This section of the application form will be detached from your application from and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

The school recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect. We have an Equal Opportunities Policy which aims to make sure that we treat everyone fairly.

To help us monitor this policy, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

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| **Section A - APPLICANT DETAILS** | |
| **Full Name**: | **Title**: |
| **Gender**: (please specify) | **Date of Birth**: |
| **Post applied for**: | |

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| **Section B - EQUALITY AND DIVERSITY MONITORING** | | | | | | | |
| **a) Ethnic Classification** Which of the following groups do you feel best describes your ethnic origin? | | | | | | | |
| **White** | | | | **Asian/Asian British** | | | |
|  | | English/Welsh/Scottish/Northern Irish/British | |  | Indian | | |
|  | | Irish | |  | Pakistani | | |
|  | | Gypsy or Irish Traveller | |  | Bangladeshi | | |
|  | | Any other White background | |  | Chinese | | |
|  | Any other Asian background | | |
| **Mixed/Multiple ethnic groups** | | | | **Black/African/Caribbean/Black British** | | | |
|  | | White and Black Caribbean | |  | African | | |
|  | | White and Black African | |  | Caribbean | | |
|  | | White and Asian | |  | Any other Black/Caribbean background | | |
|  | | Any other Mixed/Multiple ethnic background | |  | | | |
| Other ethnic group | | | |  | | | |
|  | Arab | | |  | Prefer not to say | | |
|  | | Any other ethnic group | |
| **b) Disability:** The Equality Act 2010 defines disability as ‘a physical or mental impairment which has a substantial and long term negative effect on your ability to carry our day to day activities’. | | | | | | | |
| Do you consider yourself to have a disability under the Equality Act 2010? | | | Yes | | | No | Prefer not to say |

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| **c) Sexual Orientation:** Which of the following do you feel best describes your sexual orientation? | | | | | | |
| Lesbian/ Gay Woman | Gay Man | | Bi-sexual | Heterosexual | | Prefer not to say |
| **d) Religion/Faith/Belief:** Which of the following do you feel best describes your religion/faith/belief? | | | | | | |
| Buddhist | Jewish | | Hindu | Other | | |
| Muslim | Sikh | | Christian (all denominations) | No religion | | Prefer not to say |
| **e) Gender Identity:** Is your gender identity the same as the sex you were assigned at birth? | | | | | | |
| Yes | | No | | | Prefer not to say | |

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| **DECLARATION** |
| I hereby give my consent to the school to process the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment with the school. I acknowledge that my application will be treated the same regardless of whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying the school.  Signature:………………………………………….. Date: …………………  The school treats personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment with the school in accordance with Data Protection Legislation. |