Application for Employment

Recruiting for excellence

PLEASE COPY THIS FORM AND TYPE OR WRITE CLEARLY IN BLACK INK

*The Hart Schools Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and our staff share in this environment.*

|  |  |
| --- | --- |
| NAME: |  |
| POST APPLIED FOR: |  |
| POST REFERENCE: |  |

Where did you first see this vacancy advertised?

“Achieving excellence through personal growth”

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| PERSONAL DETAILS STRICTLY CONFIDENTIAL |
|  |
| CONFIDENTIAL*PLEASE NOTE The personal details on this page remain confidential throughout the shortlisting process. Hart Schools Trust are committed to achieving equality of opportunity for all who work and study here, free from discrimination on the grounds of disability, gender, sexual orientation, marital status, family responsibilities, ethnicity, race, nationality, religion, belief or age.* |
|  |
| Title |  | Surname |  |
| Forenames |  |
|  |
| Address |  |
|  |
|  |
|  | Postcode |  |
|  |
| Phone Numbers |
| Home: |  | Daytime: |  | Mobile: |  |
|  |
| Email Address: |  |
|  |
| Date of Birth |  | NI No. |  |
|  |
| Nationality |  |
| Do you require a work permit or visa to work in this country? | Yes/No |
| If yes, do you already have one? | Yes/No | Expiry Date: |  |
| If no, have you applied for one? | Yes/No | Date Applied: |  |
|  |
| Do you own a car? | Yes/No | Do you have a current driving licence? | Yes/No |
|  |
| Are you related to any Hart Schools Trust employee or member of the Governing Body? | Yes/No |
| If yes, please specify: |  |
|  |
| DfEE No *(if applicable)*: |  |

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| PREVIOUS EMPLOYMENT – Please put most recent first (you should include your full employment history, ensuring any gaps are accounted for (please continue on a separate sheet if necessary)) |
|  |
| Name of Employer: |  |
| Position Held |  |
| Start Date: |  | Leaving Date |  |
| Please give a brief summary of the role and your responsibilities |
|  |
| Reason for Leaving: |  |
|  |
| Name of Employer: |  |
| Position Held |  |
| Start Date: |  | Leaving Date |  |
| Please give a brief summary of the role and your responsibilities |
|  |
| Reason for Leaving: |  |
|  |
| Name of Employer: |  |
| Position Held |  |
| Start Date: |  | Leaving Date |  |
| Please give a brief summary of the role and your responsibilities |
|  |
| Reason for Leaving: |  |

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| PREVIOUS EMPLOYMENT *continued*  |
|  |
| Name of Employer: |  |
| Position Held |  |
| Start Date: |  | Leaving Date |  |
| Please give a brief summary of the role and your responsibilities |
|  |
| Reason for Leaving: |  |
|  |
| Name of Employer: |  |
| Position Held |  |
| Start Date: |  | Leaving Date |  |
| Please give a brief summary of the role and your responsibilities |
|  |
| Reason for Leaving: |  |
|  |
|  |
| Name of Employer: |  |
| Position Held |  |
| Start Date: |  | Leaving Date |  |
| Please give a brief summary of the role and your responsibilities |
|  |
| Reason for Leaving: |  |

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| FURTHER EDUCATION *(most recent first)* |
|  |
| College/University attended  | Qualification | Subjects | Result/Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
| SCHOOLS ATTENDED *(most recent first)* |
|  |
| School Name | Qualification | Subjects | Result/Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
| TRAINING *(most recent first)* |
|  |
| Course Title/Content | Organising Body | Date |
|  |  |  |
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| SUPPLEMENTARY INFORMATION  |
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| *Please give details here of any other information you wish to be considered in support of your application. Please state why you are interested in and suitable for the post, relating this to the job description and person specification* |
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| INTERESTS AND LEISURE ACTIVITIES |
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| *Please give details of any interests and lesisure activities which you feel may support your application.* |
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| REFERENCES |
|  |
| *Please give names and addresses of two employment referees; one of whom should be your present or most recent employer.* |
|  |
| **We prefer to requestreferences prior to interview. Is this acceptable?** | Yes |  | No |  |
|  |
| Employer 1: |  |
| Name: |  | Job Title: |  |
| Address: |  |
| Email: |  |
|  |
| Employer: |  |
| Name: |  | Job Title: |  |
| Address: |  |
| Email: |  |
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| STATEMENT ON DATA PROTECTION AND DATA PROCESSING |
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| The Data Protection Act (1998) aims to ensure that all organisations that collect, process and store information about individuals do so correctly (ie, people about whom information is collected know of its existence, why it has been collected and how to correct it if it is wrong).As part of the Hart Schools Trust management processes, and in order for the Hart Schools Trust to process your application, the Hart Schools Trust needs to collect process and store information about you as contained within the application form.Personal information contained within the application will only be used in relation to the post(s) applied for and no other purpose. The information will be kept confidentially by the Hart Schools Trust and only used by the interview panel and Human Resources Department for the purposes of selecting the best candidate for the vacancy.The Hart Schools Trust collects and keeps information from applicants, so that we are able to contact them, to use in shortlisting and selection processes, and for equal opportunities monitoring purposes. We will not keep any details of your application unless you are appointed to the post. All other information related to your applications is disposed of confidentially within six months of the interview date for the vacancy.If an applicant is appointed to the post, the Hart Schools Trust will maintain his or her information collected for pay, contract and management purposes, and not for any other purpose. Information will be held on computer and on paper record in accordance with the School’s Data Protection Policy, which is issued to all employees. Any employee has the right to request to see, and if necessary update or correct, the information held about them by the Group in accordance with this policy.Further processing of this application is conditional upon you signing your agreement to the processing of data for the purposes stated above.The Hart Schools Trust also requires that you clarify that all the information in your application form is accurate and true by submitting an electronic signature. To clarify your application please provide an electronic signature (type your name) in the space provided below. |
|  |
| Name: |  |
|  |
| Signature:  |  | Date: |  |

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| EQUALITY AND DIVERSITY DATA STRICTLY CONFIDENTIAL |
|  |
| The Hart Schools Trust have an Equal Opportunities Policy which covers all areas of employment, including recruitment and selection. In order to ensure the effectiveness of our policy we need the following information, which will be treated as confidential and used for monitoring purposes only. |
|  |
| THE PROVISION OF THIS INFORMATION IS ENTIRELY VOLUNTARY |
|  |
| Ref No: *(HR to complete)* |  |  | Date of Birth: |  |
|  |
| GENDER |
| Male |  |  | Female |  |
|  |
| ETHNIC GROUP |
| White British |  |  | Asian Other *(details below)* |  |  | Any Other Group *(details below)* |  |
| White Other *(details below)* |  |  |  |  |  |  |
|  |  | Black British |  |  | Prefer Not to Say |  |
| Asian/Asian British |  |  | Black Caribbean |  |  |  |
| Indian |  |  | Black African |  | Multi-ethnic *(details below)* |  |
| Pakistani |  |  | Black Other *(details below)* |  |  |  |
| Bangladeshi |  |  |  |  |  |  |
| Chinese |  |  |
|  |
| FAITH/RELIGION |
| Atheist |  |  | Christian |  |  | Jewish |  |  | Sikh |  |  | Other *(details below)* |  |
| Buddhist |  |  | Hindu |  |  | Muslim |  |  | Prefer Not to Say |  |  |  |
|  |
| SEXUAL ORIENTATION |
| Heterosexual/Straight |  |  | Gay Man |  |  | Lesbian/Gay Woman |  |
|  | Bisexual |  |  | Prefer Not to Say |  |  |
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| DISABILITY  |
| Do you have a physical or mental impairment, which has a substantial effect on your ability to carry out normal day-to-day activities? | Yes/No |
| Please give details overleaf in section on Guaranteed Interview Scheme |

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| Guaranteed **INTERVIEW** scheme |
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| The Hart Schools Trust are committed to the equality of opportunity for all. To demonstrate our commitment we use the Positive About Disabled People scheme and the Disability Symbol which is awarded by JobCentre Plus. As a scheme user, we guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post.What do we mean by disability?“For purpose of the Equality Act 2010 a person is considered as being disabled if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities”.What do I need to do to ensure my application is considered under this scheme? If you wish to be considered for interview under the Positive About Disabled People scheme then simply complete this section and sign the declaration below. |
|  |
| Please give details of your disability: |
|  |
|  |
| Please tell us what special arrangements you would need should you be invited for interview? |
|  |
|  |
| We will endeavour to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people. |
|  |
| Declaration:I consider myself to have a disability, as defined above. |
|  |
| Name: |  |
|  |
| Signature:  |  | Date: |  |