



APPLICATION FORM Post:		Closing Date:	
Section 1 PERSONAL DETAILS			
Surname		Forenames	Preferred Title
Previous surname(s)		Teacher Reference No:	NI No
Address			
Post Code			
Telephone	Home:	Work:	
	Mobile:	Fax:	
E-mail:			
Section 2 PRESENT TEACHING POST (if applicable)			
Present Post (Title)		Date Appointed	
		Point on Scale	
		Full/Part-time	
Name of School			
Address			
Post Code			
Type of School		Age Range	No on Roll
Boys/Girls/Mixed		Age Range Taught	
Subjects, Main & Subsidiary			
Other Special Interests			
Section 3 REFERENCES (One of these should be your present or most recent employer)			
Name		Name	
Capacity in which known		Capacity in which known	
Address		Address	
Post Code		Post Code	
Telephone		Telephone	
Fax		Fax	
e-mail		e-mail	
Please confirm that references may be taken up before interview			Yes <input type="checkbox"/> No <input type="checkbox"/>

Please give any dates when you are not available for interview:

If your referees knew you by another name, write that name in this space:

Section 4 EDUCATION

Please enter names & addresses of schools/institutions	Dates		Qualifications and Grades
	From	To	
Secondary School, College, Further Education			
Higher Education			
Further post graduate study			

Section 5 CAREER HISTORY

Please give details of **ALL** full and part-time work as well as particulars of **ALL** paid or unpaid employment or experience after the age of 18, e.g. commercial experience, raising family, youth work, voluntary work. Complete the columns starting from the present date.

Please leave **NO** gaps.

Dates				Job title Employer-address School- name & address Type of business activity	School Maintained/ Academy/ Independent	Age Range	Approx School Roll	Salary Scale including Responsibility Points	F/T P/T %	Reason for Leaving
From		To								
M	Y	M	Y							

Section 6 IN-SERVICE TRAINING & DEVELOPMENT

Give details of relevant courses and training undertaken in last five years

Dates and Duration	Title of Course/Training incl. Home Study and Distance Learning	Name of Provider e.g. LEA, College, etc	Qualification obtained (if any)

Section 7 PERSONAL INTERESTS, OR ACTIVE INVOLVEMENT OUTSIDE WORK (e.g. Youth Leader)

Section 8 APPLICANT STATEMENT

Pick out those aspects of your experience or skills that are relevant to this post. Explain how your ability, skills and knowledge match those required for the appointment, where set out, in the person specification or job description. Remember to consider experience in previous employment and relevant experience outside of paid work, such as that gained at home, in the community or through voluntary / leisure / college activities. Give examples, where you can, in support of your application.

Continue on separate sheet(s) if necessary, or alternatively, attach a separate letter of application.

Section 9 PROTECTION OF CHILDREN

Hillview School for Girls is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings and any other information held by local police that is considered relevant to the role. Any information that is 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Hillview School for Girls' privacy notice.

Do you have a DBS certificate?: Yes No Date of check:

If you've lived or worked outside of the UK in the last 5 years Hillview School for Girls may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?: Yes No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

Section 10 TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived and/or worked outside of the UK, the School must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

Section 11 RIGHT TO WORK IN THE UK

Hillview School for Girls will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006

By signing this application, you agree to provide such evidence when requested.

Section 12 DECLARATION

I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been willfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

Please delete where applicable:

I am/am not related to any senior member of staff or governor

I am prepared to undergo a medical examination if required

I can produce the original documents of my qualifications

Signature:

Date:

If you are returning this application form by post, please sign and date. If returning by e-mail you will be asked to sign a copy of this document before any offer of employment is made.

(The post will be subject to the terms and conditions of the Hillview School for Girls' contract)

Section 13

I hereby give consent for my personal information provided as part of this application to be held on computer or other relevant filing systems. I understand that this information will be processed according to Hillview School for Girls published Data Protection Policy and Privacy Notices.

Signature:

Date:

**Please indicate where you saw
the advertisement for this position:**

TES On-line

School Website

TES Publication

Kent Teach

Other (please state).....

We're bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we're meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

EQUALITIES MONITORING INFORMATION		
What is your date of birth?		
What is your sex?		<input type="checkbox"/> Male <input type="checkbox"/> Female
What gender are you?		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
Do you identify as the gender you were assigned at birth?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
How would you describe your ethnic origin?		
White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background Asian or British Asian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese	Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background Mixed <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background	Other Ethnic groups <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Prefer not to say
Which of the following best describes your sexual orientation?		
<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual/straight <input type="checkbox"/> Homosexual		<input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say

What is your religion or belief?		
<input type="checkbox"/> Agnostic <input type="checkbox"/> Atheist <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu	<input type="checkbox"/> Jain <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> No religion	<input type="checkbox"/> Other <input type="checkbox"/> Pagan <input type="checkbox"/> Sikh <input type="checkbox"/> Prefer not to say
Pregnancy and maternity		
Are you pregnant? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say	Have you given birth within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say	
Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say		
If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.		
<input type="checkbox"/> Physical impairment <input type="checkbox"/> Sensory impairment <input type="checkbox"/> Learning disability/difficulty <input type="checkbox"/> Long-standing illness <input type="checkbox"/> Mental health condition <input type="checkbox"/> Developmental condition <input type="checkbox"/> Other		