**Application Form**

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| **Position Applied for:**  |
| **Section 1 – Personal Details** |
| **Title:** | **Forename(s):** | **Surname:** |
| Address: Postcode:  | Former Names *(if applicable)* |
| Preferred name: |
| Tel. Home: Tel. Work: Mobile No: Email Address:  | Are you currently eligible for employment in the UK? Yes ……. No ………. Please provide details below: |
| Are you registered with the Teacher Regulation Agency?Yes □ No □Teacher’s RP Number (if applicable):

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| **Section 2 – Education** Please start with the most recent |
| **Name of School/College/University** | **Dates of Attendance****MM / YYYY** | **Examinations** |
| **Subject** | **Result** | **Date****MM/YYYY** | **Awarding Body** |
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| **Section 3 – Other Vocational Qualifications, Skills or Training**Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. Please include the awarding qualification, awarding body and date of award. |
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| **Section 4 – Employment**Please provide full employment history (since leaving school, including employment and voluntary work) including reasons for any gaps in employment. |
| Current/most recent employer: | Current/most recent employer’s address: |
| Current/most recent job title: | Date started: MM / YYYY |
| Brief description of responsibilities: | Date employment ended (if applicable):  MM / YYYY |
| Current salary/ salary on leaving: £ | Do you/did you receive any employee benefits? If so, please provide details of these. |
| Reason for seeking other employment: |
| How did you hear about this vacancy? |
| If you are related to an employee or Governor of Heathfield School? Please give details: |
| Please state when you would be available to take up employment if offered: MM / YYYY |

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| **Section 5 - Previous Employment and/or Activities since leaving secondary education**Please continue with a separate sheet if necessary |
| **Dates****MM / YYYY** | **Name and address of employer** | **Position held and/or duties** | **Reason for leaving** |
| **From:** | **To:** |
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| **Section 7 – Interests**Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extracurricular activity |
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| **Section 6 – Suitability** Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the Job Description and Person Specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
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| **Section 8 – References** Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all short-listed candidates before interview. |
| **Referee 1** | **Referee 2** |
| Name:Organisation:Address:Occupation:Telephone Number:Email Address:May we contact prior to interview? Yes □ No □ | Name:Organisation:Address:Occupation:Telephone Number:Email Address:May we contact prior to interview? Yes □ No □ |

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| **Section 9 – Recruitment** |
| It is the School’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.A copy of the School’s Recruitment Policy is enclosed with this Application Form. Please take the time to read it.DATA PROTECTIONIf your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application is confidentially destroyed after 6 months. For further information on how we use your information and who we may share it with, please refer to the Privacy Notice for Staff, which is available on the school website. **Would you like the School to retain your details if your application is unsuccessful? Yes □ No □****How did you learn of this vacancy? Local Paper □ Times Educational Supplement □ Word of Mouth □** **WEBSITE □ *(website name) ………………………….………………………………….…*** |
| **Section 10 – Declaration** |
| * **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.**
* **I confirm that I am not on the Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.**
* **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.**
* **I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**

Signature …………………………………………………………… Date ……………………………… |

Please return to: The Headmistress, c/o Human Resources, Heathfield School, London Road, Ascot, Berkshire SL5 8BQ, with your letter of application and CV to recruitment@heathfieldschool.net

***Heathfield School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Heathfield is an Equal Opportunities Employer and a registered Educational Charity no. 309086 as well as a data controller and registered with the Information Commissioner’s Office as required under current data protection legislation. Further information about how we use personal data is available on request.***