**Application Form**

The school is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment Policy. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. In order to be considered for a position at the school, you must complete this application form. Please note that the School may carry out online searches on applicants as part of the shortlisting exercise.

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| **Position Applied for:** | | |
| **Section 1 – Personal Details** | | |
| **Title:** | **Forename(s):** | **Surname:** |
|  | **Former Names** *(if applicable)* | **Preferred name:** |
| Address:  Postcode: | | Are you currently eligible for employment in the UK?  Yes ……. No ……….  Please provide details below: |
| Tel. Home:  Tel. Work:  Mobile No:  Email Address: | | Are you registered with the Teacher Regulation Agency?  Yes No  Teacher’s RP Number (if applicable):     |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | **/** |  |  |  |  |  |   Do you have Qualified Teacher status?  Yes No |
| Have you read the School’s Safeguarding and Child Protection Policy?  The Policy can be read on our website at:  <https://www.heathfieldschool.net/about-us/school-policies/> Yes No  Have you read the School’s Recruitment Policy?  The Policy can be read on our website at:  <https://www.heathfieldschool.net/about-us/school-policies/> Yes No | | |

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| **Section 2 – Education**  Please start with the most recent | | | | | | | | | | | |
| **Name of School/College/University** | | | **Dates of Attendance** | | **Examinations** | | | | | | |
| **Subject** | | **Result** | **Date** | | **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.  **When completing this section please ensure your employment dates run consequently and back-to-back e.g.: ABC School June 2000 – April 2003 then XYZ School May 2003 – August 2023** | | | | | | | | | | | |
| 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 | | | | | | | | | | | |
| **Section 5 - Previous employment and/or activities (including voluntary work) since leaving secondary education. When completing this section please ensure your employment dates run consequently and back-to-back e.g.: ABC School June 2000 – April 2003 then XYZ School May 2003 – August 2023**  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 6 – Gaps in your employment** If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates. | | | | | | | | | | | |
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| **Section 7 – 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 – 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 9 – Details of Online Profile**  Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.  You are required to provide the following information as part of your application:   * the social media platforms on which you have accounts. * the account names/handles for all your social media accounts, including any under a nickname or pseudonym. * any websites you are involved with, in or featured on or named on. * any other publicly available online information about you of which the school should be made aware.     If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form.  If we carry out a search, we will also search more widely for any other online information about you.   You are not required to provide account passwords or to grant the School access to private social media accounts.  If you are not shortlisted for the role, online searches will not be carried out on you. | | | | | | | | | | | |
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| **Section 10 – 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 and if this is a school then the Head of School. 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 | | | | | |
| **Section 11 – 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 and Safeguarding policy are found on the school website via the link below, please take the time to read them. <https://www.heathfieldschool.net/about-us/school-policies/>  DATA PROTECTION  If 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 six 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 12 – Criminal Record** | | | | | | | | | | | |
| Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.  The School will also carry out a check of the Children’s Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. **The declaration at Section 13 of this Form therefore asks you to confirm whether you are barred from working with children.**  The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for the role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**  Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case and with reference to the School’s objective assessment criteria set out in the School’s Recruitment, Selection and Disclosure Policy and procedure. | | | | | | | | | | | |
| **Section 13 – Declaration** | | | | | | | | | | | |
| * **I confirm that I am not on the Children’s Barred List or otherwise disqualified from working with children.** * **I confirm that I am not prohibited from carrying out ‘teaching work’** (do not tick this box if the role for which you are applying does not involve ‘teaching work’) * **I confirm that I am not prohibited from being involved in the management of an independent school** (do not tick this box if the role for which you are applying is not a management role) * **I confirm that I have provided details of all my online profiles (including social media accounts under nicknames and / or pseudonyms) and I have not knowingly  withheld any information.** * **I confirm that the information I have given on this application form is true and  correct to the best of my knowledge.** * **I understand that providing false or misleading information could result in my  application being rejected or (if the false or misleading information comes to light  after my appointment) summary dismissal and may amount to a criminal offence.**   Signature ………………………………………………………………. Date ………………………………  Where this form is submitted electronically and without signature, electronic receipt of this form by the School  will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13. | | | | | | | | | | |  |

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](mailto: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.***