

Application Reference

CONFIDENTIAL

SURNAME:



HILL HOUSE SCHOOL

PHOTOGRAPH

Hill House School

APPLICATION FOR EMPLOYMENT

1. PERSONAL DETAILS

POST APPLIED FOR

PERSONAL DETAILS

Title (Mr, Ms, Mrs, Miss, Dr etc)	
First Name	National Insurance No
Surname (block capitals)	Previous surname (if applicable)

Address	Telephone numbers
	Home
	Work
	Mobile
Post code	E-mail

Do you hold a clean current driving licence? YES/NO

DFE Reference Number (applicants for teacher posts)

2. CURRENT EMPLOYMENT

Post held	
Employer	
Address	
Full or part time	Date appointed
Current Salary/Responsibility/Etc	Notice required to terminate
Please provide a brief outline of your current duties and responsibilities.	

2. EDUCATION AND QUALIFICATIONS

GCSE and A Level or Equivalent

Date	Name of School	Level of Qualification	Subject	Grade

University and further qualifications

Date	Name of Institution	Level of Qualification	Subject	Class

PREVIOUS EMPLOYMENT - Please list your **ALL** previous full time and part time occupations.

Name of Employer	Post held	Dates	FT / PT	Reason for leaving

PLEASE CONTINUE ON A SEPARATE SHEET AS NECESSARY

Do you have any other form of employment you aim to continue if appointed? If Yes, please give brief details.

4. TRAINING AND DEVELOPMENT

Please provide details of any relevant training you have undertaken in the last 3 years.

Details	Dates

5. Please indicate briefly your reasons for applying for this position, at this school.

6. Please indicate any further information about yourself and your career which you feel will support your application.

6. **INTERESTS** (e.g. music, sports etc)

7. DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN

Due to the nature of the work for which you are applying, this post is exempt from the provisions f section 4(2) of the REHABILITATION OF OFFENDERS ACT 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended by the (Exceptions) (Amendment) Order 1986, and will require an enhanced criminal record check to be undertaken. You are required to disclose any information you may have regarding any convictions against yourself regardless of when they occurred (which would otherwise be considered as “spent” in relation to this application).

The school will also access the barred list via the Department for Education.

Any such information will be treated in strictest confidence and used only in consideration of the suitability of your application.

Have you been cautioned for, or convicted of, a criminal offence?

YES

☐

NO

☐

9. REFEREES Please supply names, addresses and telephone numbers of two previous employers to whom reference may be made, one of whom **MUST** be your current/most recent employer. The school may contact any previous employer.

Do you object to these being contacted prior to invitation to interview?
Once invited to interview references will be requested.

YES

NO

Name		Name	
Occupation		Occupation	
Address		Address	
	Post code		Post code
Telephone:		Telephone:	
Email:		Email:	
Fax:		Fax:	

10. DECLARATION

I declare that to the best of my knowledge and belief, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of employment. I understand that it is an offence to apply for a role engaging in regulated activity relevant to children if I am barred from such roles.

Signed _____ Date: _____

If this form is submitted electronically, you will be asked to sign a hard copy at the point of interview.

Note: Interview expenses will not be refunded to a candidate who declines a post which has been offered or withdraws his/her candidature after interview.

Data Protection

Please see the school's Privacy Policy and Safeguarding on the Hill House School website www.hillhouse.doncaster.sch.uk

Please use this link to view our policy on the employment of ex-offenders
<http://www.hillhouse.doncaster.sch.uk/site/data/files/files/policies/hidden/70806A24FBE1F8F4CEC9F20DE8E6431C.pdf>

If your application for this role is unsuccessful, Hill House School may wish to retain your details on file, in case a suitable role comes up in the future. Please indicate whether you consent to the school retaining your application data for one year from the date of this application.

Please retain my data for 1 year from the date of this application ☐

Please DO NOT hold my data on file if I am unsuccessful in this application ☐

Office Use Only (Not to be completed by candidate)		
	Comments by HR:	Checked by interviewer:
Gaps in Employment		

Working Overseas		
Any Concerns re Safeguarding		
Equality and Diversity		
Declarations		

Application Reference

CONFIDENTIAL

SURNAME:



HILL HOUSE SCHOOL

Hill House School

EQUAL OPPORTUNITIES MONITORING

The School is committed to a policy of equality of opportunity. The aim of the policy is to ensure that no job applicant or employee should receive less favourable treatment on grounds of age, race, nationality, ethnic origin, religion, belief, non-belief, disability, sexual orientation, gender, marital or parental status, political belief or social or economic class, or any other criteria which cannot be shown to be justifiable.

In order to monitor the impact of this policy, it is necessary to collect information from all employees and job applicants on the key factors which relate to equality and diversity in employment. **The information provided on this form will not be used in the selection process.** The data will be used in an anonymous format to provide statistical information that will enable the school to monitor the effectiveness of its policies and procedures.

Are you: ☐ Male ☐ Female ☐ Intersex ☐ Non-Binary
☐ Prefer not to say

Date of Birth:

Job Title:

Reference Number:

Department:

How did you first become aware of this vacancy?

- ☐ Newspaper/Journal – please specify
- ☐ Website – please specify
- ☐ Other – please specify

What is your country of legal nationality?

Do you require a work permit to work in the UK? Yes ☐ No ☐

How would you describe your ethnic origin?

- ☐ White – British
- ☐ White – Irish
- ☐ Chinese
- ☐ Other Asian background

<input type="checkbox"/>	Other white background
<input type="checkbox"/>	Black or Black British –Caribbean
<input type="checkbox"/>	Black or Black British-African
<input type="checkbox"/>	Other Black background
<input type="checkbox"/>	Asian or Asian British – Indian
<input type="checkbox"/>	Asian or Asian British – Pakistani
<input type="checkbox"/>	Asian or Asian British – Bangladeshi

<input type="checkbox"/>	Mixed – White and Black Caribbean
<input type="checkbox"/>	Mixed – White and Black African
<input type="checkbox"/>	Mixed – White and Asian
<input type="checkbox"/>	Other mixed background
<input type="checkbox"/>	Other Ethnic background
<input type="checkbox"/>	Information refused

HEALTH

Do you have any medical condition which could significantly affect your performance of the duties of the post for which you are applying? (please tick) Yes ☐ No ☐

If you answered Yes, please give brief details.

Please note that you may be required to complete a medical questionnaire and/or consent to a medical examination.

Under Disability Discrimination Act 1995, employers are required to provide people with disabilities with an opportunity to compete fairly for jobs and be given equal opportunities as far as practical in employment. The School uses the following definition for the term disability: “a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities”.

Do you consider yourself to have a disability? ☐ Yes ☐ No

DECLARATION

If I am appointed to the post for which I am applying, I agree that the information on this form may be stored and used in monitoring the School’s Equal Opportunities Policy, in accordance with the provisions of Data Protection Legislation.

Signed: _____

Date: _____