**STRICTLY PRIVATE & CONFIDENTIAL**

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| **HAYBROOK COLLEGE**  **APPLICATION FORM** | | | | | | | |
| **POSITION APPLIED FOR:** | | |  | | | | |
| **CLOSING DATE:** | | |  | | | | |
| *Please use* ***black ink*** *to complete this form or complete electronically and return by EMAIL to* ***Jenny Tsang*** *at*[**recruitment@haybrookcollege.co.uk**](mailto:recruitment@haybrookcollege.co.uk)**. *N.B. Application forms which are incomplete and / or are not received by the closing date will not be considered. Curriculum Vitaes will not be accepted without an application form.*** | | | | | | | |
| Surname | | | | Forenames | | | |
| Previous Surnames | | | | Preferred Title (e.g. Mr, Miss, Mrs, Ms) | | | |
| Home Address  Postcode | | | | Mobile Telephone | | | |
| Work Telephone (if it is convenient for contacting you) | | | |
| Email Address\*\* | | | | | | | |
| \*\* If you have provided an email address, this will be the method by which you will be contacted. However, if you DO NOT wish to be contacted by email, please tick the box | | | | | | | |
| Do you hold Qualified Teacher Status? **(Teaching posts only)** | | | | | | Yes | No |
| **If yes,** please give your Teacher Reference number (TRN) and date of award: | | | | **No:** | |  | **Date:** |
| **PRESENT EMPLOYMENT**  *(If currently unemployed please give details of last employer****)*** | | | | | | | |
| Employer Name, address and telephone number | | | | | | | |
| Date of commencement | Job Title | | | | Date appointment ended / expected to end | | |
| Please give a brief description of your duties | | | | | | | |
| Present basic salary: | | Notice required: | | | | | |
| Full or part time (FTE): | | Reason for leaving: | | | | | |
| Additional payments or benefits: | | | | | | | |

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| **EMPLOYMENT HISTORY**  *Please list your work experience since leaving full time education. Start with the most recent employer first. Please use a separate sheet if necessary*. ***All*** *gaps in employment* ***must*** *be accounted for, please see below.\** | | | | | | | | |
| **Dates** | | | | **Employer’s name & address**  **(Nature of business)** | | **Job title, brief description of duties and salary** | | **Reason for leaving** |
| **From**  **(dd/mm/yy)** | **To**  **(dd/mm/yy)** | | |
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| Voluntary/Unpaid Activities | | | | | | | | |
| From | | To | | **Position** | | **Brief details of duties** | **Name of organisation** | |
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| \*Periods when not employed  ***All*** *gaps/periods between jobs must be accounted for. Please provide details of and reasons for all periods of unemployment or the details of and reasons for any gap in employment.* | | | | | | | | |
| Start date (dd/mm/yy) | | | Finish date (dd/mm/yy) | | Reason | | | |
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| **SECONDARY EDUCATION**  *(You will be required to produce evidence to prove you have obtained all qualifications that you rely upon to support your application. We will require sight of all original certificates which will be copied at interview)* | | | | | | | |
| **Dates** | | **Name & address of School** | | **Examinations Passed** | | | |
| **From (dd/mm/yy)** | **To**  **(dd/mm/yy)** |  | | Awarding body | Qualification / Subject | Grade | |
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| FURTHER EDUCATION *(You will be required to produce evidence to prove you have obtained all qualifications that you rely upon to support your application. We will require sight of all original certificates which will be copied at interview)* | | | | | | | |
| **Dates** | | **Name & address of College / University** | **Examinations Passed** | | | | |
| **From (dd/mm/yy)** | **To (dd/mm/yy)** |  | **Awarding Body** | | Qualification / Subject | Grade | |
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| **Other Qualifications held including vocational qualifications** | | | **Dates Awarded** | | | | |
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| Are you a member of any professional body / professional association / professional institute? Yes  No  **If yes**, please specify: | | | | | | | |
| SUPPLEMENTARY QUESTIONS | | | | | | | |
| Are you entitled to work in the UK? (You will be asked to provide evidence) | | | | | | Yes | No |
| Do you need a Certificate of Sponsorship? | | | | | | Yes | No |
| Do you hold a full valid driving licence? | | | | | | Yes | No |
| Do you have the daily use of a car? | | | | | | Yes | No |
| Have you previously sought employment with Haybrook College?  **If yes,** please give details | | | | | | Yes | No |
| **Safeguarding**:  This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful applicant will be required to apply for an Enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children’s barred list held by the Disclosure and Barring Service (DBS).  The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that, when applying for certain jobs and activities, certain convictions and cautions are considered "protected."  This means that they do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found **NACRO** and **UNLOCK**.  NACRO - Filtering process flowchart, DBS vetting  <https://www.nacro.org.uk/news/nacro-news/dbs-filtering-regime-changes-to-come-into-effect-end-of-nov/>  UNLOCK - What will be filtered by the DBS  <https://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.  **Do you have an Enhanced DBS certificate?** Yes  No  **Date of check**:  **Is the certificate registered on the DBS online update service?** Yes  No | | | | | | | |
| Have you **ever** had any sanctions and/or warnings imposed by the Department for Education, the National College for Teaching and Leadership or by the GTCE/Teaching Agency, the previous regulatory bodies for the teaching profession? Yes  No  **If yes**, please give details including the date on which any sanction/warning expires. | | | | | | | |
| **(For Teaching Posts only)** Please give details of special areas of teaching interest. | | | | | | | |
| Do you have a personal relationship with any employees of the school or a member of the Trustee Board of Haybrook College Trust? Yes  No  **If yes**, please give details | | | | | | | |
| Do you have a personal relationship with any pupils currently attending Haybrook College? Yes  No  **If yes**, please give details | | | | | | | |
| What are your interests? | | | | | | | |
| Website or publication in which advertisement was seen | | | | | | | |
| If you have a condition or disability that requires adjustment/s to this recruitment process, please provide relevant details: | | | | | | | |

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| **REFERENCES** | |
| * Please supply **two referees** who are in a position to answer questions about your suitability for this position and who are not related to you in any way other than on a professional basis. * One referee must be from your most recent employer. If your work does not currently involve working with children however if you have worked with children in the past, one referee must be from this employer. * Internal candidates will please note that the line manager must be one of the referees. * Please note that as part of our commitment to safeguarding the welfare of children and young people, it is our policy to obtain references prior to interview. | |
| Name of referee: (present or most recent employer) | Name of referee: (preferably from a recent employer) |
| Job Title: | Job Title: |
| Name and address of organisation: | Name and address of organisation: |
| Email address | Email address |
| Telephone number | Telephone number |
| Relationship to you: | Relationship to you: |
| Do you give your consent for the School to obtain this reference prior to interview?  Yes  No | Do you give your consent for the School to obtain this reference prior to interview?  Yes  No |

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| **DECLARATIONS** | |
| **For the following statements please tick:**   * I declare that the information set out in this application form is true, accurate and complete. * I understand that if there are inconsistencies or inaccuracies in the answers I have given, these will be investigated. * I understand that if I make a false statement in my application, this may result in my application being rejected, any future employment being terminated and/or the matter being referred to the Police. * I understand that if I am successful, Enhanced Disclosure and Barring Service clearance checks will be undertaken. * I have not been placed on either the Children’s Barred List or the Adult’s Barred List. I have not been disqualified from working with children, or subject to sanctions imposed by any regulatory body. * I agree to Haybrook College carrying out pre-employment screening relevant to my application which may include social media and online searches. * In accordance with the General Data Protection Regulations 2018, I agree that the School may use and process the information on this form as necessary, and for any legitimate purposes of the School. * I accept that if my application contains my electronic signature, I have therefore signed the declaration as detailed above and the School will consider my application form to have been signed by me as though I had provided my handwritten signature. | |
| Signed | Date |

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| **PERSONAL STATEMENT\*** |
| **Please ensure your Personal Statement does not exceed 2 pages of A4 and must be typed in font size 11 only.**     * Please give your reasons for applying for this position. * Outline the knowledge, skills, experience and personal qualities that are relevant to your suitability for the advertised post. You may draw on experiences you have gained outside of employment. * Please explain how you meet the person specification and provide clear examples as you will be shortlisted against these criteria. |
| **PERSONAL STATEMENT Continued** |

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| **RECRUITMENT MONITORING FORM** |

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| S T R I C T L Y C O N F I D E N T I A L |

**This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be used for monitoring purposes only.**

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| **Application for the post of:** |

Haybrook College aims to be an equal opportunities employer, and selects staff on merit, irrespective of race, colour, nationality, ethnic or national origins, gender, marital status, family responsibility, age, disability, sexual orientation, trade union activity, or religious belief. In order to monitor the effectiveness of our equality policy, we request that all applicants complete this form.

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| **How would you describe your ethnic origin?** | |
| **A. White**  British  Irish  Gypsy or Irish Traveller  Any other White background, please write in:    **B. Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background, please write in:    **C. Asian or Asian British**  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background, please write in: | **D. Black or Black British**  Caribbean  African  Any other Black background, please write in:    **E. Other ethnic group**  Arabic  Hispanic  Any other ethnic group, please write in:    **F. I do not wish to provide this**  **information.** |

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| **Gender**  Male  Female  Other  Prefer not to say | | | |
| **Do you identify as the gender you were assigned at birth?**  Yes  No  Prefer not to say | | | |
| **Disability –** 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?  If so, please tick all that apply and state what type of adjustments to working arrangements would assist you in overcoming any disadvantage that your disability might otherwise cause you at work. | | | |
| 00 - None. |  | 05 - You have Autistic Spectrum Disorder |  |
| 01 - You have a specific learning difficulty (for example dyslexia). |  | 06 - You have mental health difficulties. |  |
| 02 - You are blind or partially sighted. |  | 07 - You have a disability that cannot be seen, for example diabetes, epilepsy or a heart condition. |  |
| 03 - You are deaf or hard of hearing. |  | 08 - You have a disability, special need or medical condition that is not listed above. |  |
| 04 - You use a wheelchair or have mobility difficulties. |  | 09 - I do not wish to provide this information. |  |

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| **Present Status**  Internal Applicant  External Applicant |

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| **Date of Birth**        (dd/mm/yyyy) Age |

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| **Media**  Please state where you saw this post advertised: | | |
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| Word of mouth |  |  |
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| Haybrook College website |  |  |
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| Other website, please state: |  |  |
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| Local advertising, please state: |  |  |
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| Social Media, please state: |  |  |
| Other, please state: |  |  |
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