



APPLICATION FORM

THE HOWE GREEN EDUCATIONAL TRUST LIMITED Great Hallingbury, Bishop's Stortford, Herts, CM22 7UF

*Howe Green House is committed to the protection and safety of its pupils and follows safer recruitment practice. If called for interview you will need to bring your driving licence, passport or other photographic ID and **original** examination documents or certificates for verification. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.*

Application for employment as:

Surname (Block letters):

Forenames:

Address:

..... Post Code:

Telephone: Mobile:

Email Address (Block letters):

Teacher's Reference Number (if applicable),.....

Date of Birth:

Place of birth:

Name & address of Secondary School attended:.....

.....

Details and results of any examinations taken (original certificates will be required for interview purposes):

Subject	Type of Examination i.e. GCSE, AS Level, A Level	Grade	Year of Examination

Subject	Type of Examination	Grade	Year of Examination

Further education (e.g. university, technical college, evening classes)

Name & address of University or College attended:

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Details and results of any qualifications taken (original certificates will be required for interview purposes):

Subject	Qualification e.g. Degree, HND, NVQ	Grade	Year of Graduation

Any other training or courses attended?

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.....

.....

Please explain why you are applying for this post and give examples of things you have done that make you particularly suited to the job. If you need more room please continue on a blank sheet and attach.

If you have a disability please tell us about any adjustments we may need to make to assist you at interview:

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How many days sickness absence have you taken in the last two years?

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Give brief details of any absence of more than two weeks duration taken during the last two years:

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Name of present /most recent employer:

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Address:

.....

..... Post code:

Job title:

Duties:

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.....

.....

Rate of pay:

Date employment commenced:

Date employment ended (where applicable):

Reason for leaving:

Employment History

Name, address and contact number of Employer	Name of Line Manager	Employment dates from & to (month & Year)	Job title	Reason for leaving

Name, address and contact number of Employer	Name of Line Manager	Employment dates from & to (month & Year)	Job title	Reason for leaving

Please tell us in more detail about the jobs you have done and about the skills you used and or learned in those jobs.

Do you hold a full clean driving licence?

YES/NO

References

Please give the names of two people, not family members, one of whom should be your current or most recent employer, and the other who ideally should be a professional e.g. teacher, doctor, solicitor or vicar and have agreed to act as referees and who have knowledge of your work, character and integrity. If you are self-employed your first reference should name someone who can comment on your suitability for this post, e.g. someone for whom you have recently carried out work. Open references "to whom it may concern" are only accepted in addition to references in accordance with the above.

Referee 1

Name: Position:

Company:

Address:

.....

Post Code: Telephone Number:

Email address:

In what capacity do you know the above?

Referee 2

Name: Position:

Company:

Address:

.....

Post Code: Telephone Number:

Email address:

In what capacity do you know the above?

References will be contacted prior to interview.

Please tell us if there are any dates when you will not be available for interview:

When would you be available to take up employment?

Have you lived outside the U.K for more than 3 months in the past 5 years?
Yes/ No

(If yes, we will need a Police Certificate of Good Conduct from that country.)

National Insurance Number:

Has the Secretary of State for Education ever issued you with a personal warning or caused your name to be included on the Barred List which names those who may not be employed in schools? YES / NO

Declaration

I declare that:

- The information I have given on this form is true and accurate to the best of my knowledge. I accept that providing deliberately false information could, if I am appointed, result in my dismissal.
- I am not subject to any immigration controls or restrictions which prohibit my undertaking work in the U.K.

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “**spent**”. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. This depends on the nature of the offence, your age when you were convicted/cautioned, how long ago it was and whether you have more than one conviction/caution).

Do you have any convictions, cautions, reprimands or final warnings, whether in the United Kingdom or in another country. **YES/NO**

If you have answered yes please submit details of the offence in a sealed envelope for the attention of the Head and submit together with your application form.

I understand that, If I am appointed, I will be subject to an enhanced check being made by the Disclosure & Barring Service (DBS), the Department for Education (where applicable) to confirm qualified teacher status and checks made on previous employment and qualifications.

In accordance with the Data Protection Act, the personal details submitted with this application form will be used only for selection and interview procedures and for employment records if successful.

Signed: Printed:.....

Date:

Revised: May 2017