



## 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

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

Name & address of University or College attended: .....

.....

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? .....

.....

.....

.....

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.

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'.

These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Have you been convicted of a criminal offence which is not 'protected'.

**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.

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

.....

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

.....

Name of present /most recent employer:

.....

Address: .....

.....

..... Post code: .....

Job title: .....

Duties: .....

.....

.....

.....

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

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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 ever lived outside the U.K? **YES / NO** (If yes please provide details of all addresses and dates you were resident at each address).

National Insurance Number: .....

### **Declaration**

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**

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.

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.

Disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed, together with any other relevant factors. If you would like to discuss this beforehand please telephone the Headmistress or Bursar in confidence on (01279) 501300.

In accordance with The General Data Protection Regulations (GDPR), the personal details submitted with this application form will be used only for selection and interview procedures and for employment records if successful. Unsuccessful applications will be held on file for a period of 6 months in line with our Data Retention Policy.

Signed: ..... Printed:.....

Date: .....

Revised: November 2020