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| *Bunkers Lane, Hemel Hempstead, Herts HP3 8RP, T: 01442 240333, E: recruitment@abbotshill.herts.sch.uk* |

**The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment and Selection 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.  Please note that in order to be considered for a position at the School, you must complete this application form.  A curriculum vitae will not be accepted in place of a completed application form, although we are happy to receive them in addition.**

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| Post applied for |  |
| Closing date for applications |  |
| How did you hear about this vacancy? *(please state source and date)* |  |
| Are you related to or do you have a close relationship with an existing employee, pupil, volunteer or Governor of Abbot’s Hill School?  If so please provide details |  |
| The School’s Privacy Notice can be found on our website via the following link: <https://www.abbotshill.herts.sch.uk/wp-content/uploads/2020/01/Privacy-Notice-including-Appendix.pdf> | Please confirm that you have read this information and accept this Privacy Notice:  I accept |

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| **PERSONAL DETAILS** | | | | | | |
| Current Surname |  | | Former Surname  (if applicable)\* | |  | |
| Forename(s)  Known as (*if different*) |  | | | | Title (Mrs, Mrs, Ms, Dr. etc) | |
| Home Address  Postcode |  | | | | | |
| Home Telephone | Day | | | Evening | | |
| Email address: |  | | | Mobile | | |
| Nationality: |  | | | Date of Birth: | | |
| Do you possess a full current driving licence? | | | YES / NO | | | |
| National Insurance No. | |  | Teacher Reference Number: | | | |
| Are you eligible to take up employment in the UK? (You will be required to provide evidence). | | YES / NO | On what basis? Eg UK/Irish Citizen, valid work permit/visa – please provide details. | | |  |
| Have you read the schools Safer Recruitment and Selection Policy | | YES / NO |  | | |  |

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| Sanctions, restrictions and prohibitions | | | | |
| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)), any equivalent body in the UK or a regulator of the teaching profession in any other country? | Yes |  | No |  |
| Are you or have you ever been the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school (section 128 direction)? | Yes |  | No |  |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002 which prohibits you from teaching, working regularly with children or from being involved in the management of an independent school? | Yes |  | No |  |
| Are you known to the police and / or children’s social care? | Yes |  | No |  |
| Are you or have you ever been disqualified from providing childcare? | Yes |  | No |  |
| If answering "Yes" to any of the questions in this section please provide details on a separate sheet and send this in a sealed envelope marked "Confidential - HR Manager" with your application form. | | | | |

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| **SECONDARY EDUCATION** | | | |
| Secondary School | From | To | Qualification gained, subject, grade and date |
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| **FURTHER, HIGHER AND/OR PROFESSIONAL EDUCATION** | | | |
| College/University | From | To | Qualification gained, subject, grade and date |
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| **OTHER VOCATIONAL QUALIFICATIONS, SKILLS OR TRAINING** (relevant to the role for which you have applied) |
| Professional Membership/Awards (include name of institution/organisation, grade of membership and date of award)p |
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| **Vocational/Other Training Courses** (include name of institution, nature of course and date) |
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| **IT skills** – please list all software and hardware you have used and state your level of proficiency in each |
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| **EMPLOYMENT HISTORY - PRESENT OR MOST RECENT EMPLOYMENT** | | | |
| **Name, Address and Telephone number of Employer** | **Date(s) employed**  **From** *(month & year)* | **To** *(month & year)* | **Position Held** |
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| **Outline of duties and responsibilities** | | | |
| **Current Salary/Salary on Leaving** – please provide full details – eg basic salary/salary scale/details of any allowances or responsibility payments | | | |
| **Notice period** | | | |
| **Date and reason(s) for leaving/seeking other employment** | | | |
| **Please state when you would be available to take up employment if offered?** | | | |

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| **EMPLOYMENT HISTORY - FORMER EMPLOYMENT –** *Please note that we will need a full career history for safeguarding purposes.* ***If there are any gaps in your employment history (e.g. looking after children, sabbatical year, looking for work), please give details and dates below.***  *Please list in chronological order, starting with your most recent post* | | | |
| **Name and Address of Employer** | **Date(s) employed**  *(months & years)* | **Position(s) held and outline of duties and responsibilities** | **Reason for leaving** |
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| **EMPLOYMENT HISTORY - FORMER EMPLOYMENT continued**  *Please list in chronological order, starting with your most recent post (please attach an additional page if necessary)* | | | |
| **Name and Address of Employer** | **Date(s)**  ***(months & years)*** | **Position(s) held and outline of duties and responsibilities** | **Reason for leaving** |
| **LEISURE PURSUITS AND INTERESTS**  *Please give details of your interests and hobbies (Teaching staff only – please annotate anywhere you could potentially share these with pupils as an extra-curricular activity)* | | | |
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| **ADDITIONAL SUPPORTING INFORMATION** |
| Details of experience, or any supporting information to your application. You should refer to aspects of your education, training and experience that you feel make you a suitable candidate for this position. |

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| **EQUAL OPPORTUNITIES / DISABILITY & ACCESSIBILITY** | | |
| **EQUAL OPPORTUNITIES:**  Abbot’s Hill School is an Equal Opportunities employer and welcomes applications from all communities.  **DISABILITY & ACCESSIBILITY**:  Abbot’s Hill School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you’re called for an interview, please state the arrangements you require: | | |
| **GENERAL MEDICAL FITNESS**  In accordance with the guidance published by the DfES, any offer of employment made by the School will be conditional upon the School verifying the successful applicant’s medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the responses to which will be assessed by the School’s medical advisor before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School’s medical advisor to be given access to your medical records and/or for you to be referred to a specialist clinician. | | |
| **ON-LINE CHECKS** | | |
| 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 (and all other candidates) are therefore 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 of your social media accounts, including any under a nickname or pseudonym; * any websites you are involved with, in or featured on or named on; and * 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.  **Details**; | | |
| **REFERENCES** | | |
| Please supply the name and contact details of **two** persons from whom references may be requested. Referee 1 must be your current or most recent employer. Referee 2 must be a person who is able to comment on your aptitude for the post.  We reserve the right to seek any additional references we deem appropriate.  ***References will be requested for applicants who accept an invitation to interview.*** | | |
| **Referee 1** | Name |  |
| Company and Position |  |
| Address |  |
| Telephone No. |  |
| **Email** |  |
| **Referee 2** | Name |  |
| Company and Position |  |
| Address |  |
| Telephone No. |  |
| **Email** |  |

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| **DISCLOSURE & BARRING and CHILDCARE DISQUALIFICATION** |
| 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 with children. The role you have applied 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 role you have applied 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. However, you do 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 on its merits and with reference to the School's objective assessment procedure set out in the School's 'Recruitment, selection and disclosure policy and procedure'.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the School’s privacy statement.  Have you been prosecuted for, received a caution for, or been convicted of, any criminal offence whether in the United Kingdom or in another country? **☐Yes ☐No**  *You must disclose all spent and unspent convictions.**However, you are not required to disclose a spent caution or conviction for an offence committed in the United Kingdom which is protected under the DBS filtering rules.*  **Do you have a DBS certificate?** ☐Yes ☐No **Date of check:**  If you have lived or worked overseas for more than three months in the last ten years, the School will require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked overseas for more than three months in the last ten years?** ☐Yes ☐No |
| **CANDIDATE INFORMATION** |
| It is the School’s policy to employ the best qualified personnel and to provide equal opportunities 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, gender, marital status, sexual orientation, religion or religious belief, disability, age or gender re-assignment.  Abbot’s Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  If your application is successful, the School will retain the information provided in this for (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will ordinarily be confidentially destroyed after six months unless you indicate below that you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.  Therefore, would you like the school to retain your details if your application is unsuccessful? ☐Yes ☐No |
| **CANDIDATE DECLARATION** |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.   * I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body *(e.g. the General Teaching Council for England, or the Teaching Regulation Agency).* * I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal. * I consent to the School processing the information given on this form, including any “sensitive” information, as may be necessary during the recruitment and selection process. I understand that the School will only use this data in line with data protection legislation and process my data for one or more of the following reasons permitted in law: * I have given the School my consent * I accept that you must process it to comply with the School’s legal obligations * I accept that the School will process it for legitimate interests (as detailed in the School’s privacy Notice) * I understand that any information provided will be stored in electronic and manual form and processed in accordance with data protection legislation. Initially this information will be used for all purposes relating to the selection process and may be disclosed to those members of the School who have a need to see it. For the successful candidate the information will form part of the confidential personnel record. In the case of unsuccessful candidates, the information will be destroyed or retained as requested above. * I further understand that any offer of employment will be subject to satisfactory references, a satisfactory Disclosure and Barring Service check and provision of a complete career history as part of Abbot’s Hill School’s Safeguarding Procedures, plus medical fitness for the role. * I confirm that in the event of my being selected for this role, I will need to provide evidence of the salary notified above. * I specifically agree in the event that I am appointed to this role that the School may utilise my personal e-mail and mobile phone numbers for emergency contact, eg. in the event of school closure due to bad weather.   Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**EQUAL OPPORTUNITIES MONITORING FORM**

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| This section of the form will be detached from your application and will be used solely for equality monitoring purposes. This form will be kept separately from your application.  Abbot’s Hill School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.  You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities. Please complete the form as you feel is most appropriate for you.  All information provided will be treated in confidence and used as set out in the School’s Recruitment Privacy Notice and Data Protection Policy. |

**Position applied for:**

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| **White**: **□** British **□** Any other white background\* |

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| **Mixed**: **□** White and Black Caribbean **□** White and Black African **□** White and Asian **□** Any other mixed background\* |

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| **Black or Black British**: **□** Caribbean **□** African **□** Any other Black background\* |

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| **Asian or Asian British**: **□** Indian **□** Pakistani **□** Bangladeshi **□** Any other Asian background\* |

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| **Chinese or other Ethnic Group**: **□** Chinese **□** Other Ethnic Group\* Please specify |

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| **Gender** Please specify |

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| **Date of Birth** |

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| **Do you consider yourself to have a disability:** **□** Yes **□** No  If yes, please state nature of disability: |
| The Equality Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities”. |

If you wish, you may disclose information about yourself in this section about your:

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| Religion Sexual orientation |
| **How did you become aware of this vacancy?** |