

Application Form

Please return your completed application form to:

Mrs L Hazell-Young

HR Officer

Honywood School, Westfield Drive, Coggeshall, Essex CO6 1PZ

Email: recruitment@honywoodschool.com

Section 1 – Personal and Post details

Personal Details

Last name and title: _____ First name (s): _____

Previous names: _____ Date of birth: _____

Home telephone no: _____ Mobile number: _____

Home email address: _____

Work telephone no: _____ Work email address: _____

Address:

National Insurance no: _____

Post Details

Application for appointment as: _____

Closing date: _____

Do you have the right to work in the UK? Yes ☐ No ☐

How did you find out about the vacancy?

TES ☐

School Website ☐

Local press ☐

Social Media (please specify) ☐ _____

Other (please specify) ☐ _____

Section 2 - Present Employment (if currently employed)

Employer's name and address (if applicable):

Nature of business: _____

Current post title: _____ Date appointed: _____

Grade/salary range: _____ Current salary: £ _____

Allowance(s) received: Type(s) _____ Value(s): £ _____

Notice required: _____

Reason for leaving: _____

☐

Please tick the box if you do not wish to be contacted at work

Brief outline of duties in your current or most recent job

Section 3 - Previous Employment

Please include all full time and part time positions. Please list the most recent first and continue on a separate sheet if necessary.

Employer	Start date	End date	Job Title	Salary/Grade	Reason for leaving

Section 4 - Breaks in Employment History

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, career break, voluntary work, training.

Start date	End date	Reason for break

Section 5 - Ability to travel (if required)

Do you have a valid driving licence?

Yes ☐

No ☐

Do you have access to a vehicle which you are able to use for work purposes?

Yes ☐

No ☐

If not, are you able to travel, for work purposes, by another means of transport?

Yes ☐

No ☐

Are you registered disabled?

Yes ☐

No ☐

RDP No: _____

Section 6 - Secondary School Education

Please list the most recent first

School(s)	From	To	Qualifications/subject obtained and awarding body	Grade	Dates

Section 7 - Continuing Education

University/College/Apprenticeships etc. Please list most recent first

Education Establishments	From	To	Qualifications/subject obtained and awarding body	Grade	Dates

Section 8 - Professional Qualifications

Including details of professional association membership

Do you hold Qualified Teacher Status (QTS)?

Yes

☐

No

☐

Teacher Reference Number:

If yes please complete the following:

Date NQT Statutory Induction Period (if qualified since August 1999)

Started: _____

Completed: _____

Non-teaching Professional Qualifications

Section 9 - Other relevant training and development activities

Please list the activities you have attended in the last five years with the most recent first and continue on a separate sheet if necessary.

Brief description/Course title

Date

Organising body

Section 10 – Personal Interests

Please give brief details of any hobbies/interests that you have

Section 11 - Information in support of this application

Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the Person Specification (please continue on a separate sheet if necessary). *If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.*

Section 12 - References

Please give the name and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months.

1) Title: _____

2) Title: _____

First name: _____

First name: _____

Last name: _____

Last name: _____

Address: _____

Address: _____

Position: _____

Position: _____

Telephone number: _____

Telephone number: _____

Relationship between referee and applicant: _____

Relationship between referee and applicant: _____

Period of time applicant known to referee: _____

Period of time applicant known to referee: _____

Email address: _____

Email address: _____

Note: (i) Referees will be contacted before interviews.

(ii) If either of your referees know you by another name please give details.

(iii) The school may contact other previous employers for a reference without your consent.

(iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.

Section 13 - Close Personal Relationships

Are you a relative or partner, or do you have a close personal relationship with, any employee, Trustee or Governor of the establishment to which your application is being made? If 'yes', please state the name(s) of the person(s) and relationship (see notes below).

Yes

☐

No

☐

Failure to disclosure a close personal relationship as above may disqualify you.

Canvassing of Governors, Trustees, County Councillors or senior Managers of the School by or on your behalf is not allowed.

Section 14 - Declarations

Please read the following statements and information relating to your application carefully. By submitting this form and clicking on the box below you are certifying that the information you have supplied is accurate and confirming that the declarations are true to the best of your knowledge. Any false information will result in the withdrawal of any offer of employment or, in the event of employment, in disciplinary investigation by the school which may result in dismissal.

Declaration

☐ I certify that the information I have supplied on this form is accurate and true to the best of my knowledge.

Disclosure of Criminal Convictions

Short-listed candidates will be asked to complete a Self-Disclosure Form (SD2) and, where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application.

A conviction/caution/reprimand will not necessarily be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment.

Safer Recruitment and Childcare Disqualification Checks

☐ I certify that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post.

Shortlisted candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2009 ("the Regulations") will be asked to complete a Disqualification Declaration Form. A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available from the school office if you wish to review this Form prior to submitting your application.

Data Protection

I acknowledge that by completing this form the school will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the school will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice.

If I am the successful applicant, I acknowledge that this information will be retained in line with the school's retention schedule.

If I am not the successful candidate, I acknowledge this information will be retained by the school in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.

All forms submitted (in paper or electronic format) will be held securely by the school in line with their data protection policy.

Thank you for applying for this post and your interest in working for this school.

It is not our normal practice to acknowledge receipt of paper applications. If you submit this form electronically you will receive confirmation that the form has been received.

Name: _____ Date: _____

Signed: _____

If you have any special requirements and/or require reasonable adjustments to enable you to complete this form and/or during the recruitment process please contact the above mentioned.