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| **C:\Users\User\OneDrive - Hearts Academy Trust\My Documents\HEARTS-logo.png** | | | | **HEARTS Academy Trust**  2 Mount Road  Wickford  Essex  SS11 8HE  Telephone: 01268 572672  Email: [recruitment@heartsacademy.uk](mailto:recruitment@heartsacademy.uk) | | | | | |
| **APPLICATION FORM**  *CONFIDENTIAL* | | | | *For office use only*  Application number: | | | | | |
| **PLEASE COMPLETE ALL SECTIONS IN BLACK INK OR TYPE** | | | | | | | | | |
| Post applied for: | |  | | | | | | | |
| School post is based at: | |  | | | | | | | |
| **A. Personal Details** | | | | | | | | | |
| Title (e.g. Mr/Mrs/Miss/Dr): | |  | | First Name(s): | |  | | | |
| Last Name: | |  | |
| Date of birth: | |  | | Previous Name(s): | |  | | | |
| Present address: | |  | | National Insurance no: | |  | | | |
| Mobile telephone no: | |  | | | |
| Home telephone no: | |  | | | |
| E-mail: | |  | | | | | | | |
| **B. Present or last employer** | | | | | | | | | |
| Name and address of current or most recent employer: | | | | Job title: | |  | | | |
|  | | | | Current salary: | |  | | | |
| Date appointed: | |  | | | |
| Period of notice or date of leaving: | |  | | | |
| Briefly outline responsibilities: | | | | Reason for seeking other employment or leaving: | |  | | | |
|  | | | |
| **C. Previous Employment (most recent first)** | | | | | | | | | |
| Names and Address of Employer | | Post Held | | Reason for Leaving | | Dates (month/year) | | | |
| From | | | To |
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| **Breaks in Employment History If you have had any breaks in employment, give details of these periods and your activities during these times e.g. unemployment, raising a family, voluntary work, training etc.** | | | | | | | | | |
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| **D. Education.** *Please continue on a separate sheet(s), if necessary.* | | | | | | | | | |
| **Secondary School Education** | | | | | | | | | |
| Name of school | From | | To | | Qualifications at GCSE/A Level | | Grade | Date | |
|  |  | |  | |  | |  |  | |
| **Higher/Further/Continuing Education** most recent first (Please include any professional qualifications obtained) | | | | | | | | | |
| Educational establishment | From | | To | | Qualifications obtained (include main subjects) | | Grade | Date | |
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| **Training** including details of professional or personal development courses attended in the last 5 years. *(Please continue on a separate sheet(s), if necessary)* | | | | | | | | | |
| Name of course | Organising body | | | | Brief description of course content | | Date | | |
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| Do you have qualified teacher status? | | | | | YES NO | | | | |
| What is your Teacher Reference Number (if applicable) | | | | |  | | | | |

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| **E. Statement in support of your application** | |
| *Please use this section to show how your experience and achievements make you suitable for this post. Please refer to the job description and person specification. Include relevant skills and experience that you have obtained through previous employment, work experience, voluntary or community involvement, personal interests or education. Please continue on a separate sheet if necessary.* | |
| **Describe yourself in three words:** |  |

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| **F. References** | | | |
| **Your current or most recent employer must be your first referee.** As part of the trust’s commitment to ‘Safeguarding Children and Safer Recruitment in Education’, references will be requested for short-listed candidates prior to interview. **References from relatives or people writing solely in the capacity of friends/colleagues will not be accepted. Please ensure that you have informed / asked your employer about providing a reference. If you do not wish to have a reference requested before interview, please state here:** | | | |
| Full Name: |  | Full Name: |  |
| Address: |  | Address: |  |
| Telephone No. |  | Telephone No. |  |
| Email Address **(essential):** |  | Email Address **(essential):** |  |
| Relationship between applicant and referee: |  | Relationship between applicant and referee: |  |
| Period of time applicant known to referee: |  | Period of time applicant known to referee: |  |
| If either of your referees know you by another name, please give details: | |  | |
| **G. Miscellaneous Information** | | | |
| Are you a relative or partner, or do you have a close personal relationship with any HEARTS employee, LAB member or Trustee? | | YES NO  If yes, give details here: | |
| *Failure to declare such a relationship may disqualify you. Canvassing of LAB members, Trustees or Senior Staff Members by you or on your behalf is not allowed.* | | | |
| Do you need permission to work in the United Kingdom? | | YES NO | |
| *If you are unclear about your eligibility to work in the United Kingdom you should refer to the Border Agency website.* | | | |
| 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 | |

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| **Please confirm the following statements are true by signing the box below.** | | | |
| **Declaration**  I certify that the information provided in this application, together with any accompanying papers, is to the best of my knowledge, true. I understand that any false entry may lead to either an offer of employment being withdrawn or, in the event of employment, disciplinary investigation by the School, and is likely to result in dismissal.  **Safer Recruitment**  I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.  **Disclosure of Criminal Convictions**  Short-listed candidates will be asked to complete a ‘Disclosure of Criminal Convictions’ form and ‘self-declaration’ and a Disclosure will be sought from the Disclosure and Barring Service for the successful applicant.  *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 on the Ministry of Justice website.*  <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.  **Data Protection Act 1998/GDPR 2018**  I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems. Applications are held for six months. | | | |
| **Signed:** |  | **Date:** |  |
| **PLEASE RETURN YOUR COMPLETED FORM IN WORD FORMAT BY EMAIL TO:** [recruitment@heartsacademy.uk](mailto:recruitment@heartsacademy.uk) | | | |
| **THANK YOU FOR TAKING THE TIME TO APPLY FOR THIS POST.**  It is not HEARTS Academy Trust’s practice to acknowledge receipt of applications. However, feedback for  unsuccessful applications are available upon request. Shortlisting may take place before the  closing date if sufficient applications are received. | | | |