

Honywood School

Application Form

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| Name:  Job Applied for: | |  | | | | | |
| Thank you for expressing an interest in joining us at Honywood. Please complete the information on the pages which follow as accurately as possible so we can do our best to select the most appropriate candidates to move to the next stage in our selection process. We will reply to you as soon as is practicable and always within five weeks of the deadline for completing applications for the post. | | | | | | | |
| **Job Applied For:** | | | | | | | |
| **Section 1 – Personal Information** | | | | | | | |
| **Title:** |  | | **Surname:** | | | | |
|  | | | | | | | |
| **First Name(s):** | | | | | | | |
|  | | | | | |  |  |
| **Previous Name(s):** | | | | | |  | **Date of birth:** |
|  | | | | | |  |  |
| **Home Phone:** | | | | | |  | **Mobile Phone:** |
|  | | | | | | | |
| **Email:** | | | | | |  | **NI Number:** |
|  | | | | | | | |
| **Address:** | | | | | | | |
| **Section 2 – Present Employment** | | | | | | | |
| **Current Employer’s Name & Address:** | | | |  | **Job Title:** | | |
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|  | **Date Commenced:** | | |
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|  | **Annual Salary:** | | |
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|  | **Notice Period:** | | |
|  | | | | | | | |
| **Briefly outline why you wish to leave this post:** | | | | | | | |
|  | | | | | | | |
| **Please return this application form to:**  James Saunders  Honywood School  Westfield Drive  Coggeshall  Essex  CO6 1PZ | | | | | | | |

**Section 3 – Previous Employment**

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| --- | --- | --- | --- | --- |
| **Job Title** | **Employer** | **Start** | **End** | **Reason for Leaving** |
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*Please continue on a separate sheet*

**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, raising family, voluntary work, training, periods of sickness etc.

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**Section 4 – Education**

**Degree/Post Graduate Qualifications**

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| **Educational Establishment** | **From** | **To** | **Qualification** | **Level** |
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*Please continue on a separate sheet*

**School, College & Further Education Qualifications**

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| --- | --- | --- | --- | --- |
| **Educational Establishment** | **From** | **To** | **Qualification** | **Level** |
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**Professional Qualifications**

(Including details of professional association membership)

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| **Do you hold Qualified Teacher Status (QTS)?** | | **Yes** |  |  | **No** |  |
|  | | | | | | | |
| **DfE No.** |  | | | | | |  |
|  | | | | | | | |
| **Date Statutory Induction Period (if qualified since August 1999)** | | | | | | | |
|  | | | | | | | |
| **Started:** |  | | | | | | |
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| **Completed:** |  | | | | | | |
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**Section 5 – References**

Please give the names and addresses of your two most recent employers. Where this is not possible, please explain clearly your reason for selecting the referee.

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| **Name and Address:**  **Position:**  **Telephone number:**  **Email address:** | **Name and Address:**  **Position:**  **Telephone number:**  **Email address:** |

Please note that referees will be contacted before you are called for interview.

**Section 6 – Declarations**

**Entitlement to Work in the UK**

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| Are you currently eligible to work in the UK? | Yes |  | No |  |
| If Yes, are there conditions attached (e.g. time limits)? | Yes |  | No |  |

If Yes, please give details:

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To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. Do not send anything now, further information will be sent to you should you be invited to interview.

Honywood School operates a policy of equal opportunities. Your current immigration status will not be taken into account when assessing your application against the selection criteria for the post.

The law requires the School to process personal information fairly and lawfully and in a transparent manner. Please see the Privacy Notice – Processing of Employee Data – on our website www.honywoodschool.com

**Canvassing of School Governors or Honywood Community Science School Employees**

Canvassing of School Governors or Employees of Honywood School by you or on your behalf is strictly forbidden and may invalidate your application. Please indicate here if you are related to any School Governor or employee of Honywood School, giving their name below.

Please state none if appropriate.

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**Section 7 – Statement to support your application**

Please outline below why you wish to be considered for the post, making clear how your current experience and skill set have prepared you for it. Please restrict your points to the two sheets provided.

**Section 8 – Criminal Convictions**

Under the Rehabilitation of Offenders Act 1974 (Amended Order 1986) and Regulations issued by the Home Office, Honywood School has a duty to ensure that Police checks for possible criminal convictions are undertaken for all people who apply for positions that give substantial access to children. APPLICANTS MAY NOT WITHHOLD INFORMATION ABOUT CONVICTIONS THAT IN OTHER CIRCUMSTANCES WOULD BE CONSIDERED AS ‘SPENT’ UNDER THE PROVISION OF THE ACT.

Have you been convicted of any offence in any Court (even if you were only placed on Probation or Conditionally Discharged)? Answering ‘YES’ does not necessarily bar you from appointment, but failure to disclose a relevant conviction may lead to dismissal. Every application will be considered on its own merits.

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| **Yes:** |  |  | **No:** |  |  |

**If you answered ‘YES’, please give details of the court, charge and sentence.**

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By signing this form you certify that you are not on ISA barred lists and are not disqualified from working with children or subject to sanctions imposed by any regulatory body. You also give your consent for any personal information including recruitment monitoring data provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998. You further confirm that you have no objection to checks being carried out before your appointment is confirmed. We regret that a refusal will prevent further consideration of your application.

**Section 9 – Equality Act 2010**

Please give information below relating to any medical condition or disability which may require us to make a reasonable adjustment to the recruitment process in order to facilitate your application.

**Section 10 – Declaration and Data Protection Statement**

To the best of my knowledge, the information I have supplied on this form and any attachments is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees and/or previous/current employers.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of your application including your personal details will be stored in our archives and database for up to six months following completion of this recruitment process (longer for successful applicants).

*For more information about how we store and use your data please refer to the Privacy Notice on our website*

[*www.honywoodschool.com*](http://www.honywoodschool.com/)