



THE HAWKSMOOR LEARNING TRUST

Application Form

Application for the post of

Nicholas Hawksmoor / Bracken Leas Primary School

1 PERSONAL DETAILS

| | |
|--------------------------------------|-----------------------------------|
| Surname | First Name(s) |
| Title (Mr, Mrs, Miss, Ms etc) | Preferred Name |
| Any other former Surnames | Any other former Forenames |
| Address | Telephone Numbers: |
| | Home |
| | Work |
| | Mobile |
| Post Code | Email address |
| National Insurance Number | |

CURRENT OR MOST RECENT EMPLOYMENT

| | | |
|--|---|-------------|
| Name of Local Authority or Employer | | |
| Name and address of School or Establishment | | |
| Post Code | Telephone Number | |
| Position Held | State if Permanent/Temporary/Acting/Supply | |
| Date Appointed to School | Date Appointed To Position | |
| Date Free to Take Up Appointment | Age Range of School | |
| Second Subject Offered | | |
| Salary/Allowance Details: | | |
| Current Scale (e.g. Main Scale; Leadership): | Current Point: | Allowances: |
| For Leadership Scales: | School Group: | ISR: |
| Current Salary (for non-education employment): | | |

Please give a brief description of the main duties of this post:

3 PREVIOUS EMPLOYMENT

Starting with your most recent employment, list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You must provide explanations for any gaps or periods not in employment; training or education since leaving secondary education. Teaching practice should only be included where this application is for your first teaching job.

| Name of school, employer or voluntary agency (inc name of LA) | Fulltime/ Part time/ Supply | School Type: Primary/ Secondary/ Special/ Other | Age Range Of School | Number on Roll | Position held and salary point | From Month/ Year | To Month/ Year | Reason for Leaving |
|---|-----------------------------|---|---------------------|----------------|--------------------------------|------------------|----------------|--------------------|
| | | | | | | | | |

We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied.

4 EDUCATION AND QUALIFICATIONS

Please give details of your education and any qualifications obtained with most recent first. This should include any qualifications which you are currently studying for. You will be required to produce original documents, a certified copy or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

| Institute/University/college/Secondary School | Qualifications and Grades Achieved | Date Awarded |
|---|------------------------------------|--------------|
| | | |
| | | |
| | | |

5 TRAINING AND MEMBERSHIPS

Please give details of any training you have had which you feel is relevant to the job you are applying for. Include any on-the-job training as well as formal training courses. There is no need to mention any courses listed in section 4.

| Title of training programme/course and brief description | Date (approx) started/completed |
|--|---------------------------------|
| | |
| | |
| Membership of Professional Association and Level | Dates |
| | |
| GSCC Registration Number (Qualified Social Workers only) | |

GTC Number (formerly known as DfE Number):

Do you have Qualified Teacher Status (QTS)? YES NO

Date Qualified Teacher Status attained:

If you qualified as a teacher after 7th May 1999, have you successfully completed NQT Induction? YES NO

Flexible Working Arrangements:

Please indicate below if you wish to undertake this job on a flexible working arrangement:

Full time Part-time Job Share

7 SUPPORTING STATEMENT

Your application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed on the person specification to draw up a shortlist for the next stage of selection. No assumptions will be made about your experience.

Please explain below how your experience, skills and knowledge, meet the criteria for the post as described in the person specification. Make sure you address all the criteria on the person specification.

Please continue on a separate sheet if necessary

*Please
leave
blank*

8 REFERENCES

References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives, friends or people with whom you live). If you have been in employment, one referee must be your present or most recent employer. If the employment was within a school, the reference must be written by the Head Teacher. We reserve the right to ask you for further referees or contact previous employers if necessary.

A REFEREE DETAILS

Name
.....

Position in organisation
(if applicable)

Relationship to Applicant
.....

Address
.....

Postcode
.....

Email
.....

Telephone Number
.....

Name by which you are known to your referee(s) if different from now
.....

B REFEREE DETAILS

Name
.....

Position in organisation
(if applicable)

Relationship to Applicant
.....

Address
.....

Postcode
.....

Email
.....

Telephone Number
.....

Name by which you are known to your referee(s) if different from now
.....

May we contact your present employer if you are shortlisted? YES NO

If you have indicated NO above, please note that satisfactory references will be required if you are the preferred candidate after interview and before starting employment.

Are there any restrictions to your residence in the UK which might affect your right to take up employment with the Academy? (If Yes please provide details:) YES NO

If you are successful in your application, would you require a work permit prior to taking up employment?

YES NO

Applicants should note that failure to declare any restrictions to employment or the need for a work permit could lead to termination of service.

9 CRIMINAL CONVICTIONS

This appointment is exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced Criminal Records Disclosure in accordance with the requirements of the Criminal Records Bureau and the Police Act 1997. You must declare all convictions (including convictions with Absolute Discharge), cautions or bind-overs you may have, even if they would otherwise be regarded as "Spent" under this Act. In the event of employment, failure to disclose a conviction, caution or bind-over could result in dismissal or disciplinary action by the Authority and possible referral to the Police.

Have you ever been convicted of a criminal offence (including Absolute Discharge) or been given a caution; Reprimand; warning or bind-over?

YES NO

10 DECLARATION

I declare that the information I have provided is a complete and true statement.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then the Trustee Board shall be entitled to withdraw any offer of appointment or terminate any contract of employment.

I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection will follow with any contract of employment.

Signature:

Date:

PRINT NAME: