



# 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	

### 2 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; Threshold; 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 TEACHER TRAINING, OTHER PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP**

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. Please list most recent award first.

College or Department of Education Attended (with dates)	FT/PT	Qualifications and Grades Achieved	Date Awarded

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 7<sup>th</sup> May 1999, have you successfully completed NQT Induction?  YES  NO

## 6 IN-SERVICE COURSES AND ADDITIONAL ACHIEVEMENTS

(For example; swimming awards, music certificates, coaching awards etc.) 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.

Title of Training Programme/Course	Date	Awarding Body

## 7 ADDITIONAL INFORMATION

### Flexible Working Arrangements:

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

Full time     Part-time     Job Share

### PLEASE ALSO PROVIDE A SEPARATE LETTER TO SUPPORT YOUR APPLICATION:

Please include:

- Reasons for applying to the Hawksmoor Learning Trust;
- an overview of your experience and career to date (if you have held any positions of responsibility please tell us about them and the impact you have had);
- any particular skills talents or interests;
- your values and career aspirations.

## 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:**