

JOB APPLICATION FORM

Data Protection Statement

The purpose for collecting your personal details on this form is to allow the Academy to process your job application effectively. We also need to monitor information about prospective employees so that we can work towards equality for all and meet other legal requirements for employment practices. To assist us with this, we need to collect data on your health, any convictions, asylum status, ethnicity, sexuality and religion. The monitoring form will be separated from your job application at the point of receipt.

Once your application is received the Academy will store the details securely and confidentially. Access to the information you provide will be a strictly need to know basis and the information will be retained for 1 year for all unsuccessful applicants before being securely disposed of / deleted from our systems. This information will not be shared externally with any other organisations or partners.

I confirm that the information I provide on this form is true and correct and can be treated as part of any future contract of employment. I understand that if I wilfully provide incomplete or inaccurate information you may withdraw any offer of employment made or, if already employed, I could be liable to dismissal.

I hereby give consent for my personal information to be processed as described above.

Signed:

Name:

Date:

POST DETAILS

| | |
|---|---------------------------------|
| Post/Job Title: | |
| School/Establishment: | Harris Academy Chafford Hundred |
| (i) Would you consider part time work or job share? ('Yes' or 'No') | |

PERSONAL DETAILS

| | | |
|-----------------|----------|---|
| Title: | Surname: | First Name(s): |
| Former Names: | | Date of Birth: (Only required for CRB Posts) |
| Home Address: | | |
| Post Code: | | |
| Home Telephone: | | Work Telephone: |
| Mobile Number: | | |
| Email Address: | | |

Current or most recent employment

| | | | |
|---------------------|------------|-----------------------------------|--|
| Establishment Name: | | | |
| Address: | | | |
| Post Code: | | | |
| Contact Number: | | Email Address: | |
| Post Title: | | Salary: | |
| Grade/Band: | | Pay Point: | |
| Employed From: | Date Left: | Notice Period: (if applicable) | |

Brief Outline of your duties in this post: (Please use a separate sheet if needed)

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Reason for Leaving:

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Previous Employment

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|---------------------|------------|-----------------------------------|--|
| Establishment Name: | | | |
| Address: | | | |
| Post Code: | | | |
| Contact Number: | | Email Address: | |
| Post Title: | | Salary: | |
| Grade/Band: | | Pay Point: | |
| Employed From: | Date Left: | Notice Period: (if applicable) | |

Brief Outline of your duties in this post: (Please use a separate sheet if needed)

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Reason for Leaving:

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| Employers Name & Address | (i) Job Title | Start & End Date | Reason for Leaving |
|--------------------------|---------------|------------------|--------------------|
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Please explain any gaps in your career that you may have had since leaving school.

(Please name any institute or Professional Body in full, rather than using initials)

Please include any qualifications, training and current membership of professional associations that are relevant to the post. Please see the Person Specification and continue on a separate sheet if necessary.

| Name & Location of School/College/Institute/Professional Associations | Subjects, Status & Qualifications Achieved | Level & Grade |
|---|--|---------------|
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Training, Seminars or Short Courses that are relevant to the post

| Course Title, Name of the Organisation delivering the Event and a Brief Description | Date of Attendance | Duration of Learning Event |
|---|--------------------|----------------------------|
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Extra Information

How many periods of Sickness Absence have you had over the past two years?

How many working days has this amounted to?

Are you related to a Governor or Member of Staff at HACH? Failure to disclose a family relationship may disqualify your employment Application.

Person's Name & Relationship to you.

Can you provide evidence of your legal right to work in the UK?

National Insurance Number:

Do you have a valid Full Driving Licence?

For posts where CRB has not been identified as appropriate:

*Have you been convicted of any criminal offence? please give details (Offence, Date and Sentence) unless the conviction is considered "spent" under the Rehabilitation of Offenders Act 1974 for more information please see the Recruitment Booklet and NOTE below.

For posts where CRB has been identified as appropriate:

*Due to the nature of the post for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Have you received a caution / been convicted of any criminal offence at anytime?(spent or otherwise)

*Have you at any time been fully or partially debarred or restricted from working with Children, Young People and/or Vulnerable Adults?(see NOTE Below).

NOTE: If you have answered yes to any of the above questions marked * all information should be submitted either in a sealed envelope, marked with your name, post for which you are applying and title of "Disclosure", or by email to Recruitment@harrischaffordhundred.org.uk giving Disclosure, your name and the post for which you are applying in the Subject box.

I have read and understood The Disclosure of Criminal Convictions, and the Disclosure Process Document

Are you currently working unsupervised with Children, Young people and/or Vulnerable Adults?

Holidays

Please give details of any holiday or other commitments, which may affect possible interview and appointment dates:

Teaching Positions ONLY

| General Teaching Council Registration Number: | General Social Care Council Registration Number: | DCSF Number: | Date you obtained this Qualification/Registration |
|---|--|----------------------|---|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

You will be required to present all original certificates where relevant to the post at interview

Current Position

Please indicate whether your current post was:

Ages Taught:

Gender:

Number on Roll:

Salary spine Points:

Are you currently receiving TLR, SPA or other points?

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Previous Teaching Experience

Name of School:

Type of School:

Start Date:

End Date:

Position Held:

Number on Roll:

Ages Taught:

Subjects:

References

References will be sought from your current and previous employer, for posts which require a CRB check, references will be requested prior to interviews.

Current position or most recent position

Previous position

| | |
|-------------------------|-------------------------|
| Referee's name | Referee's name |
| Contact Address | Contact Address |
| Post Code | Post Code |
| Contact Number | Contact Number |
| Email Address | Email Address |
| Job Title/Position held | Job Title/Position held |

Your Supporting Statement

Please use this section to tell us how your knowledge, skills and experiences meet the requirements of the job set out in the Person Specification. Please refer to the guidance "Applying for the Job" in the Recruitment Booklet. (Please continue on a separate sheet if necessary)

Current or most recent employment

4. Disability

Do you consider yourself to have a disability?

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment or an illness which has a sustained and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

If you are disabled, would you describe your impairment as (tick all that apply):

Hearing

Hidden impairment

Learning Disability

Mental Health

Mobility (a wheel chair user)

Mobility (not a wheel chair user)

Speech

Visual

Any other, please write in:

5. Sexual Orientation

How would you define your sexual orientation?

Bisexual / Gay Man / Gay Women / Heterosexual
Prefer not to say /

Other, please write in:

6. Religion

What is your religion, faith or belief?

Any other religion, please write in:

If you are invited to interview you will need to bring with you evidence of your legal right to live and work in the UK. Your passport, birth Certificate or confirmation of your National Insurance number, are acceptable documents. Should these not be available we will notify you of the appropriate documents.

Where did you see this post Advertised?

Please state the name of the publication or source where you saw this post advertised.

Please return this form by the closing date shown in the advertisement, to the address below. If you have downloaded this form from the Internet, please return this application to:

**Personnel Officer, Harris Chafford Hundred, Mayflower Road, Grays, Essex
RM16 6SA**