# Application Form

We are proud to be an inclusive employer and community. We are committed to building a workforce that reflects the diversity that we value in our communities. We welcome applications from talented individuals from a wide range of backgrounds.

All the information you are asked to provide in support of your application will be handled in confidence. It is important that you complete the form accurately and in full. If there is any information that you are unable to provide, please explain on a separate page. Applications that are incomplete without a satisfactory written explanation will not be considered.

# 1. Location

Haberdashers’ Academies Trust South is a multi-academy trust of four secondary schools and five primary schools in south-east London. Please select (by clicking on the drop down list below) the location of the job that you are applying for:

Choose the location of the job you are applying for by clicking here

### 2. Where you found us

We would like to know where you found us – please tick the appropriate box.

**Click here** to let us know how you found out about the role you are applying for

#### 2a. Have you been referred by a current employee?

Yes

If yes, please give their full name

Click or tap here to enter text.

### 3. Role applied for (please type the job role you are applying for below):

Click or tap here to enter text.

## 4. Personal Details

|  |  |
| --- | --- |
| **Preferred Title:** | (Mr/Mrs/Miss/Ms/Dr/Other) |
| **Pronouns:** | (She/Her He/Him they/them) |
| **Surname:** | Click or tap here to enter text. |
| **Forenames:** | Click or tap here to enter text. |
| **Previous Names** | Click or tap here to enter text. |
| **Home Address:** | Click or tap here to enter text. |
| **Post Code:** | Click or tap here to enter text. |
| **Tel No:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |

## 5. Referees

All applicants are required to give the names and addresses of two persons willing to provide a reference, one of whom must be your present or most recent employer. If you currently work in education, one referee must be your current Headteacher/Principal. References will be taken up prior to interview unless there is included here a specific request to the contrary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** | | **Referee 2** | |
| **Name:** | Click or tap here to enter text. | **Name:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. | **Address:** | Click or tap here to enter text. |
| **Tel No:** | Click or tap here to enter text. | **Tel No:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. | **Email:** | Click or tap here to enter text. |
| **Post Held:** | Click or tap here to enter text. | **Post Held:** | Click or tap here to enter text. |
| Please select this box if you do not wish for us to contact this referee prior to interview. | | Please select this box if you do not wish for us to contact this referee prior to interview. | |

# 6. Teacher Status

a) Are you recognized by the Department for Children, Schools & Families as a qualified teacher in this country?

Yes  No

If yes, please give date of recognition:

|  |
| --- |
| Click or tap here to enter text. |

b) If yes, please quote your 7-digit Teacher Reference Number:

|  |
| --- |
| Click or tap here to enter text. |

c) Do you require a work permit?

Yes  No

*N.B. As required by the Asylum and Immigration Act 1996, if you are appointed, we shall check your right to work in this country*

# 7. Employment Experience

Please state, in order of date, where you have been employed - your present post should be included as the first entry.

|  |  |  |
| --- | --- | --- |
| **Name of organisation** | | |
| Click or tap here to enter text. | | |
| **Type of Organisation and Role** | | |
| Click or tap here to enter text. | | |
| **From (date)** | **To (date)** | **Salary (e.g. Pay Point, Resp. Allowance)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Nature of Role and Responsibility** | | |
| Click or tap here to enter text. | | |
| **Reason for leaving** | | |
| Click or tap here to enter text. | | |

Please add additional experience in the below tables.

|  |  |  |
| --- | --- | --- |
| **Name of organisation** | | |
| Click or tap here to enter text. | | |
| **Type of Organisation and Role** | | |
| Click or tap here to enter text. | | |
| **From (date)** | **To (date)** | **Salary (e.g. Pay Point, Resp. Allowance)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Nature of Role and Responsibility** | | |
| Click or tap here to enter text. | | |
| **Reason for leaving** | | |
| Click or tap here to enter text. | | |

|  |  |  |
| --- | --- | --- |
| **Name of organisation** | | |
| Click or tap here to enter text. | | |
| **Type of Organisation and Role** | | |
| Click or tap here to enter text. | | |
| **From (date)** | **To (date)** | **Salary (e.g. Pay Point, Resp. Allowance)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Nature of Role and Responsibility** | | |
| Click or tap here to enter text. | | |
| **Reason for leaving** | | |
| Click or tap here to enter text. | | |

# 8. Qualifications

Please list all training and qualifications that are relevant to this post including ‘A’ Level or equivalent, and equivalent professional qualifications.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title and main subject** | **Certificate / Qualification (if any)** | **Dates** | **Where obtained** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

# 9. Courses and Training

Please supply dates and details of any courses you have attended during the last three years.

|  |  |  |
| --- | --- | --- |
| **Detail** | **Organising Body** | **Qualifications (if any)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

# 10. Gaps in Education or Employment

Please provide details of any employment gaps since leaving school, and give the reasons for the gap.

|  |
| --- |
| Click or tap here to enter text. |

# 11. Other Interests and Experiences

We would like to know where you found us – please tick the appropriate box.

**Click here** to let us know how you found out about the role you are applying for

Please give details of any other activities or interests, paid or unpaid, which you feel are relevant to this post or any relevant experience and knowledge of language other than English.

|  |
| --- |
| Click or tap here to enter text. |

# 12. Supporting Statement for Job Application

Please show how you meet the requirement of the post.

|  |
| --- |
| Click or tap here to enter text. |

# 12. Disclosure and Barring and Recruitment Checks

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

Do you currently hold an Enhanced DBS Certificate?:  Yes  No

We are committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. If we discover that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates. If such a discovery is made after you have been appointed then you will be liable to be dismissed without notice.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

I agree to Haberdashers’ Academies Trust South processing personal data contained in this application form and other relevant data which the Trust may obtain from me or other people as part of the staff recruitment procedure.

|  |  |  |
| --- | --- | --- |
| **Signature:** |  |  |
| **Date:** | Click or tap here to enter text. |  |

# Once completed, please return this form to the email address shown on the job advert. If you are unsure which address to return it to, email [centralhr@habstrustsouth.org.uk](mailto:centralhr@habstrustsouth.org.uk) who will be able to assist you.

Statement of Policy about Relevant Convictions

The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the **Rehabilitation of Offenders Act, 1974**. You are required to declare any conviction or cautions you may have, even if they would otherwise be regarded as ***spent*** under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The Governors are also entitled, under arrangements introduced for the protection of children, to check with the police for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in strict confidence and will be destroyed immediately after selection process is completed. The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant. Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

I confirm that I have no convictions or cautions:

|  |  |
| --- | --- |
| Print name: |  |
| Signed: |  |
| Date: |  |