



HURLINGHAM  
SCHOOL

# Application Form

The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Safeguarding & Safer Recruitment Policy. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. Please note that in order to be considered for a position at the School, you must complete this application form.

A curriculum vitae will not be accepted in place of a completed application form.

**Position applied for:**

**Name:**

## Section 1: Personal details

Title:	Forenames:	Surname:
Date of birth:		Former name(s):
Do you have Qualified Teacher Status? Yes          No		Preferred name:
Teacher's R P Number (if applicable):		National Insurance number:
Current Address:          From:		Telephone number(s):  Home: Work: Mobile:  Email address:
Address History (last 5 years):		Dates (MM/YYYY)
		From:
		To:
		From:
		To:
Are you eligible for employment in the UK?	Yes	No
Please provide details:		
Do you have a current Enhanced Disclosure and Barring (DBS) certificate? If yes, please give certificate details.		
Is the certificate on the update service? Yes          No		

## Section 2: Education

Please start with most recent

Name of school /college /university	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body
	From: dd / mm / yy				
	To: dd / mm / yy				
	From: dd / mm / yy				
	To: dd / mm / yy				
	From: dd / mm / yy				
	To: dd / mm / yy				

### Section 3: Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

### Section 4: Current Employment

Name of current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:

Date employment ended  
(if applicable):

Current salary / salary on leaving:

Do you / did you receive any employee benefits?

Yes

No

If so, please provide details of these:

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

## Section 5: Previous employment and / or activities since leaving secondary education

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and / or duties	Reason for leaving
From: dd / mm / yy			
To: dd / mm / yy			
From: dd / mm / yy			
To: dd / mm / yy			
From: dd / mm / yy			
To: dd / mm / yy			
From: dd / mm / yy			

## Section 6: Gaps in your employment

If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

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## Section 7: Interests

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra curricular activity.

## **Section 8: Suitability**

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and describe any personal qualities, experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.  
Continue on a separate sheet if necessary.

## **Section 9: Existing Contacts within School**

Please indicate if you know any existing employees or parents at the school, and if so how you know them.

## Section 10: References

Please supply the names and contact details of two people who we may contact for references.

One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

If the School received a factual reference i.e. one which contains limited information about you, additional references may be sought. If you have previously worked overseas the School may take up references from your overseas employers. The School may also telephone your referees in order to verify the reference they have provided.

### Referee 1

Name:

Organisation:

Telephone:

Occupation:

Email:

Address:

May we contact prior to Interview?

Yes

No

### Referee 2

Name:

Organisation:

Telephone:

Occupation:

Email:

Address:

May we contact prior to Interview?

Yes

No

## Section 11: Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Copies of the School's Safer Recruitment Policy and Child Protection Policy are available for download from the School's website. Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

### **How we use your information**

Information on how the School uses personal data is set out in the School's Privacy Notice, which can be found on the School's website.



Section 12: Declaration	Please tick
<ul style="list-style-type: none"> <li>● I confirm that the information I have given on this application form is true and correct to the best of my knowledge.</li> <li>● I confirm that I am not named on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.</li> <li>● I confirm that I am not prohibited from carrying out 'teaching work' (do not tick this box if the role for which you are applying does not involve 'teaching work')</li> <li>● I confirm that I am not prohibited from being involved in the management of an independent school (do not tick this box if the role for which you are applying is not management role)</li> <li>● I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight</li> <li>● I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.</li> <li>● I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.</li> <li>● I consent to the School making direct contact with the people specified as my referees to verify the reference.</li> </ul>	
<p>Signed:</p>  <p>Date:</p>  <p>Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 12.</p>	