

**Application Form**

Please read the job profile, person specification and other supporting documents before completing this form using

**Black Ink and Block Letters** *(refer to guidance notes).*

**Return completed form to: vacancy@gosh.camden.sch.uk**

**Post applied for: CONFIDENTIAL**

**Where did you see this post advertised?**

**PART A: PERSONAL DETAILS *(use block letters)***

Last name: First name: Title:

Address: National Insurance No.

  **To be completed only if applying for a teaching post:**

Home telephone no:  Teacher Reference No.(DfE):

Daytime telephone no: Date of recognition as a Qualified Teacher:

Mobile telephone no: Country of Qualification:

E-mail:

 Do you currently have the right to live and work in the UK? Yes No

Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?  Yes No

If No

Please tell us below which category relates to your current immigration status including expiry date if applicable:

Tier 1/Tier 2/Tier 3/Tier 4/Tier 5/Residence/Multi/Asylum/Ancestry/Partner/Settlement/Indefinite Leave to Remain/EEA Family Permit/Other.

Are there any restrictions on your ability to work in the UK? Yes No

If you have answered Yes to the above questions, please confirm what type of visa/permit/status you hold to work in the UK? .

If you hold a visa or other permissions entitling you to work in the UK, when does it expire?

 **PART B: PRESENT OR MOST RECENT POST**

Name and address of present or most recent employer: Date started:

 Until:

Job Title:

 Post held:

Telephone No. Present scale point and salary:

Summary of main

responsibilities and duties:

Reason for leaving:

**PART C: REFERENCES**

**If you are shortlisted referees will be contacted, please could you provide references that cover the last 5 years. Any offer made will be subject to these references being satisfactory. You will need to ensure you provide full contact details of your current/last employer as well as if you have been in full time education or taken up any voluntary work paid or unpaid during this period.**

Name:  Name:

Job Title: Job Title:

Address: Address:

Telephone no:  Telephone no:

Fax no: Fax no:

E-mail address:  E-mail address:

Employment dates from: to: Employment dates from: to:

**Please use a separate sheet if necessary.**

**PART D: EXPERIENCE, RELATIVE SKILLS AND FURTHER INFORMATION**

**Please submit your supporting statement on a separate sheet, within the specified length.** **Please do not submit a job history or a curriculum vitae.**

The criteria against which you will be assessed are set out in the person specification. You should provide evidence that you possess the skills, competences and experience required, preferably by giving specific examples. You should include skills and experience gained outside paid work, through training and your personal interests.

**PART E: PREVIOUS EMPLOYMENT/CAREER HISTORY**

The Hospital School is fully committed to safeguarding and all employees have a responsibility for the well being of children and young people. It is essential to include details of ALL employment, including any breaks in employment history and the reason for the break. References will be sought from your previous employers. Please complete this section fully, putting your most recent employment first on page 1 above and then continuing in reverse chronology below completing all columns.

From To Job Title, brief description of duties & scale of position held Reason for leaving

Employer’s name and Address

Full- Part-

time time

From To Job Title, brief description of duties & scale of position held Reason for leaving

Employer’s name and Address

Full- Part-

time time

Please continue on a separate sheet if necessary.

**PART F: EDUCATION AND QUALIFICATIONS please enter details of courses attended and examination results**

Name of school and location From To Examination results – subject, level & grade

University/College and location From To Qualification gained – subject, level & grade

Other courses or qualifications undertaken/attended, including short in-service training in the last 3 years

Establishment From To Course title and result (if appropriate)

Membership of professional bodies

Any gaps in employment and reasons for the breaks:

**PART G: RELATIVES/OTHER INTERESTS**

Canvassing of Councilors, officers or Governors in relation to this appointment will disqualify you.

Are you related to a councilor or employee of the Council or Governor of this school? Yes No

If Yes, give brief details

If appointed, do you have any business/financial interests that might conflict with the

Duties/responsibilities of this post? Yes No

If Yes, give brief details

**PART H: DISCLOSURE OF CRIMINAL BACKGROUND**

**Criminal record disclosure for safeguarding roles with Regulated Activity**

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

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy notice.

Do you have a DBS certificate?: ☐ Yes ☐ No Date of check:

If you’ve lived or worked outside of the UK in the last 5 years , the school may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last [5 years]?: ☐ Yes ☐ No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks (including medical checks).

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. We will conduct online searches of shortlisted candidates as part of our due diligence checks.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

**Do you appear on a barred list prohibiting you from working with children or vulnerable adults?**
 Children barred list                          Yes No

 Vulnerable Adults barred list                          Yes No
 **Do you have any unspent or spent criminal convictions, cautions, reprimands and final warnings or
outstanding criminal charges against you?**           Yes No

 **Have you ever been known by any other names? If yes, you must complete the full name(s):**

Surname:

Forenames:

From:                                                     To:                                                          (please specify)

NOTE: You will also be asked to give full details of any previous names you have held when you complete a DBS application if you are the successful applicant.  This will be in compliance with the [DBS Code of Practice](https://www.gov.uk/government/publications/dbs-code-of-practice).

If you are offered a post it will be on a conditional basis, subject to a satisfactory DBS disclosure.

**Withholding criminal record information may lead to the withdrawal of an offer of employment or, if following appointment, to disciplinary action which may result in dismissal**

**PART I: PREVENTION AND DETECTION OF FRAUD**

The Governing Body/School/Local Authority is under a duty to protect the public funds. We may use the information provided on this form for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

**PART J: SALARY ASSESSMENT IN PRESENT OR MOST RECENT POST**

**To be completed ONLY if applying for a teaching post:**

Please enter below details of your current salary:

 **Scale/Point/Range Value £**

Teacher Pay Scale (Main, Upper Pay Range Unqualified,

 Leading Practitioner,  Leadership, Other – *please specify*)

Teaching & Learning Responsibility (TLR) value *(if any)*

Any other allowances, *please specify*

Any other Pay Scale, *please specify*

**TOTAL SALARY £**

**PART K: DECLARATION**

Please complete the following declaration and sign in the appropriate place below. If this declaration is not completed and signed with copies of relevant documentation, your application will not be considered.

Providing false information or knowingly omitting or concealing any relevant fact about your eligibility for employment will result in your name being withdrawn from the list of candidates. If such a discovery is made after you have been appointed, then you will be liable to be summarily dismissed. If appointed you will be asked to provide an original birth certificate or passport, and proof of professional qualifications.

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

I enclose my supporting statement.

Signature: Date:

**GUIDANCE ON HOW TO FILL IN THIS APPLICATION FORM**

1. **Checklist**
	* Complete all sections of the form
	* Previous Employment/Career History: You must give your full employment history; paid or unpaid and explain any gaps in employment
	* Education Qualifications & Training: Please list these and record any membership of professional bodies. Please note that if you are appointed we will need to see your original qualification certificates.
	* Personal statement: Choose those areas of your abilities, skills and experience that are relevant to the job you are applying for. Remember, as well as telling us about paid work you have done, you should also consider other experience you may have. This might include experience gained at home, in the community or through voluntary, leisure or college activities.

Please restrict your Personal Statement to no more than 2-sides of A4 in font 10.

1. **References**
It is our policy to approach current employers, whether or not you name them as a referee. We also approach additional previous employers where necessary. If it is your wish that we do not contact your referees before interview, please indicate this on the form. References will not be accepted from relatives or people writing solely in the capacity of friends.
2. **Prevention of illegal working**Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence for an employer to employ a person who is subject to immigration control (i.e. a person who requires leave to enter / remain in the UK) unless he or she is entitled to be employed in the UK. We ask all shortlisted candidates to provide evidence at interview that they are entitled to work in the UK.
3. **Rehabilitation of Offenders Act 1974**All school based posts are exempt from the Act. You must advise us of any conviction you have had in the past. If you are selected for an interview, please submit details of the conviction(s) or offence(s) in a sealed envelope marked ‘private and confidential’ with your name and the title of the job for which you are applying. The envelope will be opened by the Head only. Failure to disclose any conviction(s) for an exempt post, whether spent or not, may lead to the withdrawal of the offer of employment.
4. **Disclosure and Barring Service (DBS Checks)**We use the DBS to assess the suitability of applicants for positions of trust and fully comply with the DBS’s Code of Practice. We undertake to treat all applicants fairly and not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of convictions or other information revealed. DBS checks are required for all staff.

Full details of the DBS can be obtained from [**www.gov.uk/disclosure-barring-service-check**](http://www.gov.uk/disclosure-barring-service-check)or by telephoning **0870 90 90 811**. We comply with the requirement of the DBS in relation to secure storage and handling of data.

**VALUING DIVERSITY IN EMPLOYMENT**

The school is committed to equality and diversity in employment. In order to monitor and ensure the effectiveness of this, all applicants are asked to provide the following information. Any information given will be treated in the strictest confidence, and will be used solely for the purposes of monitoring.

This part of the form will be separated from the rest of your Application Form upon receipt and will not be considered as part of the short listing or appointment process.

Last First Title:

Name: name:

**Please select the category that best describes your ethnicity. These categories are taken from the last national Census 2011. \***

|  |  |
| --- | --- |
|[ ]  White; English / Welsh / Scottish / Northern Irish / British |[ ]  Mixed; White and Black Caribbean |
|[ ]  White; Irish |[ ]  Mixed; White and Black African |
|[ ]  White; Gypsy or Irish Traveler |[ ]  Mixed; White and Asian |
|[ ]  White; Other White |[ ]  Mixed; Other Mixed |
|[ ]  Indian |[ ]  Black/African/Caribbean/Black British; African |
|[ ]  Pakistani |[ ]  Black/African/Caribbean/Black British; Somalian |
|[ ]  Bangladeshi |[ ]  Black/African/Caribbean/Black British; Caribbean |
|[ ]  Chinese |[ ]  Black/African/Caribbean/Black British; Other Black |
|[ ]  Other Asian |[ ]  Other Ethnic Group; Arab |
|[ ]  Other Ethnic Group; Any Other Ethnic Group |[ ]  Prefer not to say |

**What is your religion or belief? \***

|  |  |  |
| --- | --- | --- |
|[ ]  Atheist |[ ]  Christian |[ ]  Jewish |
|[ ]  Buddhist |[ ]  Hindu |[ ]  Muslim |
|[ ]  Sikh |[ ]  No religion or belief |[ ]  Other |
|[ ]  Prefer not to say |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please confirm your gender \* Is your present gender the same as the one assigned to you at birth? \***

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |
|[ ]  Prefer not to say |  |  |

|  |
| --- |
|[ ]  Male |
|[ ]  Female |
|[ ]  Non binary |
|[ ]  Prefer not to say |

 |  |
|  |  |
|  |  |

**What is your age range? \***

|  |  |  |
| --- | --- | --- |
|[ ]  16-24 |[ ]  35-44 |[ ]  55-64 |
|[ ]  25-34 |[ ]  45-54 |[ ]  65+ |
|[ ]  Prefer not to say |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What is your sexual orientation? \***

|  |  |  |
| --- | --- | --- |
|[ ]  Bisexual |[ ]  Heterosexual |[ ]  Other |
|[ ]  Gay Man |[ ]  Lesbian/Gay Woman |[ ]  Prefer not to say |

**Disability** The Equalities Act 2010 defines a disabled person as someone with a physical or mental impairment which has a  substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.  |
|  |
| **Do you consider that you are disabled? \***

|  |  |  |
| --- | --- | --- |
|[ ]  Yes |[ ]  No |[ ]  Prefer not to say |

 |