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**HALSTEAD ST ANDREW’S SCHOOL**

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| **Application Form** |
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**At no time should you amend or delete any of the sections in this document.**

**If there are any sections that are not applicable to you, please leave them blank.**

**If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.**

**Please attach a current CV and a supporting letter with your application.**

**Thank you**

**Privacy Notice**

Our contact details are Halstead St Andrew’s School, Wilson Way, Horsell, Woking, GU21 4QW [clerk@hsaschool.co.uk](mailto:clerk@hsaschool.co.uk)

When you apply for a job at Halstead St Andrew’s School we collect the following personal data from you: name, addresses, contact details, educational history and qualifications, employment history, medical history, disabilities, criminal offences, referees.

Our purpose is for recruitment and selection of staff.

Our legal basis is that our purpose is also a legitimate interest, with the exception of medical data for which you have given your consent.

We retain the data in the UK for six months after the interview process has completed, unless you are successful when we keep the information for at least 7 years after you leave the school.

You have qualified rights to access, rectify and erase your personal data, and to restrict or object to processing and to make your data portable. You have the right to complain to a Supervisory Authority (eg The Information Commissioner’s Office).

**Application Form**

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| **Position applied for:** |

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| **Section 1 – Personal details** | | |
| Title:  Dr/Mr/Mrs/Miss/Ms | Forename(s): | Surname: |
| Date of birth: | | Former name(s)including maiden name: |
| Preferred name: |
| Address & postcode:  Telephone Number(s):  Home:  Work:  Mobile:  Email address:  How long have you lived at this address: | | National Insurance number: |
| Are you currently eligible for employment in the UK?  Yes  No   Please provide details:  Please provide details of membership of any professional bodies:  Where did you hear about this position: |
| If less than 5 years please provide all previous addresses for the past 5 years. | | Teacher’s Registered Number (TRN)(if applicable): |
| Are you registered with the GTC for England or the Teaching Regulation Agency? Yes  No  |
| Do you have Qualified Teacher status?  Yes  No  |
| Please confirm if you know any existing employee, volunteer, Governor or Trustee of Halstead St Andrew’s School Trust? If so, please provide details of how you know them. | | |

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| **Section 2 – Education and Vocational Qualifications**  Please continue on a separate sheet if necessary | | | | | | | | | | |
| **Name of school/college/university** | | **Dates of attendance** | | | | **Examinations** | | | | |
| Subject | Result | | Date | Awarding body |
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| **Section 3 – Other qualifications, Professional Development, skills or training**  Please provide details of any 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. | | | | | | | | | | |
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| **Section 4 – Employment** | | | | | | | | | | |
| Current/most recent employer: | | | | Current/most recent employer’s address: | | | | | | |
| Current/most recent job title: | | | | | | | | Date started: | | |
| Brief description of responsibilities: | | | | | | | | Date employment ended (if applicable): | | |
| Current salary/salary on leaving: | Do you/did you receive any employee benefits, responsibility points, London Allowance etc? If so, please provide details of these. If applying for a teaching position please indicate spine point. | | | | | | | | | |
| Reason for seeking other employment: | | | | | | | | | | |
| Please state when you would be available to take up employment if offered: | | | | | | | | | | |

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| **Section 5 –Further Education and Career History-Previous employment, self-employment and unpaid work 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** |
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| **Please provide explanations for any periods not in employment, further education or training.** | | | | | |
| **Section 6 – Interests**  Please give details of any interests, hobbies or skills that you could bring to the School e.g. for the purposes of  extra-curricular activity | | | | | |
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| **Section 7 – 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 person specification and describe any 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 giving page number and title heading. |
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| **Section 8 – Health** |
| The School is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the School complies with its obligations under the Disability Discrimination Act 1995 (“the Act”). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term effect on a person’s ability to carry out normal day to day activities.  Do you consider yourself to be disabled? Yes  No   If you wish please give further details here  ………………………………………………………………………………………………………………………………...  ………………………………………………………………………………………………………………………………...  ………………………………………………………………………………………………………………………………...  Are there any special arrangements you might require to attend an interview? Yes  No   If yes, please give details here  ………………………………………………………………………………………………………………………………...  ………………………………………………………………………………………………………………………………...  ………………………………………………………………………………………………………………………………...  If offered the position applied for, (on the basis of the job description provided) are there any arrangements or adjustments that the School would need to make to enable you to carry out the role? Yes  No   If yes, please give details here  ………………………………………………………………………………………………………………………………...  ………………………………………………………………………………………………………………………………...  ………………………………………………………………………………………………………………………………...  ………………………………………………………………………………………………………………………………...  In accordance with the guidance published by the DfE any offer of employment made by the School will be conditional upon the School verifying the successful applicant’s medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the responses to which may be assessed by the School’s medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School's medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician. |

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| **Section 9 – Rehabilitation of Offenders Act 1974** | |
| An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the Disclosure and Barring Service (DBS). If you are successful in your application you will be required to complete a Disclosure and Barring Service Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS (a copy of which is available from the School on request).  All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Information on filtering / protected offences can be found here [http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf](https://emea01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fhub.unlock.org.uk%2Fwp-content%2Fuploads%2FWhat-will-be-filtered-by-the-DBS.pdf&data=02%7C01%7Ctraining%40lucyfaithfull.org.uk%7Ceb264e9c8fcd454d280408d6587ce1ab%7Cad6b4fe961374dbe9acd969b4723df64%7C1%7C0%7C636793690748625268&sdata=IyDqzdYGVSC5Ddtkg0C7BmnR%2F3flO9q0QxuWFCncCyM%3D&reserved=0)  Have you been convicted by the courts of any criminal offence which is not ‘protected’? Yes  No   Is there any relevant court action pending against you? Yes  No   Have you ever received a caution, reprimand or final warning from the police? Yes  No   If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. | |
| **Section 10 – References**  Please provide the names and contact details of two professional referees who have consented to being contacted for references. At least one referee must be your current or most recent employer. Please note that if you are shortlisted we will contact your referees prior to interview. 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. | |
| **Referee 1** | **Referee 2** |
| Name:  Occupation:  Organisation:  Email address:  Telephone number:  Address:  Years known:  May we contact prior to interview? Yes  No  | Name:  Occupation:  Organisation:  Email address:  Telephone number:  Address:  Years known:  May we contact prior to interview? Yes  No  |

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| **Section 11 – Recruitment** |
| It is the School’s policy to employ the best qualified personnel from all sections of the community 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, gender or gender reassignment, sexual orientation, marital or civil partnership status, religion or belief, disability, age, pregnancy or maternity. All new posts within the School 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.  A copy of the School’s Recruitment Policy is enclosed with this Application Form. Please take the time to read it.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file and will use it in a confidential manner to process your application. We may check the information provided by you on this form with third parties. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.  Would you like the School to retain your details if your application is unsuccessful? Yes  No  |
| **Section 12 – Declaration** |
| **As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks. The school may also collect data from the public domain, including via social media & networking sites such as LinkedIn (in so far as you choose to make your profiles publicly visible).**   * **I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list maintained by the DBS and c) a satisfactory medical report, if appropriate.** * **I confirm that I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body *(e.g. the General Teaching Council for England, or the Teaching Regulation Agency).*** * **I confirm that the above information is complete, accurate and true. I understand that providing misleading or false information will 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.** * **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.**     Signature ………………………………………………………………. Date ……………………….. |