



No:

APPLICATION FORM

The School prefers candidates to complete this form electronically. Typed or handwritten versions of this form will be accepted. **CVs will not be accepted.**

Position for which applying:	
Date of application:	

Section A

This section will be seen by members of the Senior Management Team and the Human Resources Department.

1. PERSONAL DETAILS

First name:	Surname:
Title: Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Previous names:
Other <input type="text"/>	Current salary:
Date of Birth:	Current notice period:
Your contact address:	If a teacher, DfE Reference No:
	Your contact details:
	Home telephone:
	Work telephone:
	Mobile:
Postcode:	Email:
Do you hold a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently eligible for employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered 'NO' please provide details:	
Have you previously applied for a position at the School?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered 'YES' please provide details:	
Do you have any connection with Haberdashers' Aske's School for Girls or The Haberdashers' Aske's Boys' School?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered 'YES' please provide details:	
Have you read the School's Child Protection Policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. SANCTIONS, RESTRICTIONS AND PROHIBITIONS

Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the National College for Teaching and Leadership (NCTL), any equivalent body in the UK or a regulator of the teaching profession in any other country?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been the subject of a direction under section 142 of the Education Act 2002?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If answering "Yes" to any of the questions in Section 2, please provide details on a separate sheet and send this in a sealed envelope marked "Confidential – FAO Human Resources" with your application form.</p>	

3. 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 on all shortlisted candidates before interview for all academic positions. The School reserves the right to take up references from any previous employer.

If the School receives a factual reference (eg one which contains only 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	Referee 2
Name:	Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Please state the name by which you are known to your referees if different from that in Section 1:

Section B

This section will be seen by other staff involved in the interview and selection process.

Name:		
Your contact details:	Telephone:	Email:

Please answer the next few questions only if applying for a teaching post			
Do you have qualified teacher status (QTS)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you completed an induction year?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, when did this take place?	Name of school	From	To
Age group or Key Stages that you have taught:			
Main teaching subject or subjects:			
What additional subjects can you offer?			

5. GAPS IN EMPLOYMENT

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

From	To	Reason

6. OTHER WORK/ACTIVITIES (PAID OR VOLUNTARY), VOCATIONAL QUALIFICATIONS, SKILLS OR TRAINING

Please provide details of any other work or activities in which you have been involved, 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.

7. EDUCATION AND QUALIFICATIONS

Dates of attendance	School, College, University	Qualification and awarding body - degrees, A Levels and GCSEs (if appropriate)	Attainment Level or Grades

8. TECHNICAL OR PROFESSIONAL DEVELOPMENT

Please give details of most significant technical or professional development/training attained in the last three years, starting with most recent. Please continue on the last page (13) of this application form if necessary.

Subject/Area of development	Organisational body (if applicable)	Duration	Qualification (if appropriate)

9. SUPPORTING STATEMENT

Please answer the following questions as fully as you can. Please continue on the last page (13) of this application form if necessary.

A. Why are you applying for this position and how do your skills, knowledge, experience and training contribute to the strength of your application? You are advised to refer to the Job Description and Person Specification before answering this question.

9. SUPPORTING STATEMENT (continued)

B. Do you wish us to consider any further information in assessing the strength of your application?

C. If you are successful, how would you hope to contribute to the School's co-curricular programme? Identify any particular skills or experience that would support your application (if applicable).

10. CRIMINAL RECORDS

The School applies for an Enhanced Disclosure from the Disclosure and Barring Service, including a Children's Barred List check, for all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form). If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's recruitment, selection and disclosure policy and procedure.

It is a condition of your application that you answer the questions below. Before doing so please read Appendix 1.

- Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom, which is subject to the DBS filtering rules (see Appendix 1).

Yes No

- Is there any relevant court action pending against you?

Yes No

If answering "YES" to any of the above, please provide details on the last page of this application form and send this in a sealed envelope marked "Confidential – FAO Human Resources" with your Application Form.)

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.

A copy of the School's recruitment policy and child protection policy is available to 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. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

How we use your information

We will use the information which you have provided on this form, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people).

Further information on how the School uses personal data is set out in the School's Data Protection Policy, which can be found on the School website.

12. DECLARATION

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not named on the Children’s Barred List or otherwise disqualified from work with children.
- 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.
- 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.
- I consent to the School making direct contact with all previous employers where I have worked with children to verify my reason for leaving that position.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.
- 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.

Signature

Date

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.

Completed applications should be sent to: staffvacancies@habsgirls.org.uk

Applications should be marked confidential and entitled ‘APPLICATION’ followed by the Job Title in the Subject box. (eg ‘APPLICATION Physics Teacher’ or ‘APPLICATION Groundsman’.)

Should you require assistance, please contact the Human Resources department on **020 8266 1961**.

Appendix 1

Spent convictions and the DBS filtering rules:

Spent convictions		
Sentence	Rehabilitation period (in all cases the period commences from the date of the conviction)	
	Aged over 18 at the time of the conviction	Aged under 18 at the time of the conviction
Prison sentence of more than 4 years	Never	Never
Prison sentence of more than 30 months but less than or equal to 4 years	Length of sentence + 7 years	Length of sentence + 3.5 years
Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months	Length of sentence + 4 years	Length of sentence + 2 years
Prison sentence, or sentence of detention, of less than or equal to 6 months	Length of sentence + 2 years	Length of sentence + 18 months
Removal from HM Service	1 year	6 months
Service detention	1 year	6 months
Community order	1 year	6 months
Fine	1 year	6 months
Youth rehabilitation order	N/A	6 months
Compensation order	Once paid in full	Once paid in full
Hospital order	At the end of the order	At the end of the order
Conditional discharge, binding over, care order, supervision order, reception order	At the end of the order	At the end of the order
Absolute discharge	Spent immediately	Spent immediately
Disqualification	End of the disqualification	End of the disqualification
Relevant order	End of the order	End of the order
Conditional cautions	Once conditions end	Once conditions end
Caution, warning, reprimand	No period	No period

Prison sentences of more than two and a half years are never considered spent.

Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

11 years have elapsed since the date of conviction;

it is your only offence;

it did not result in a custodial sentence; and

it does not appear on the list of “specified offences”.

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of “specified offences”.

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

five and a half years have elapsed since the date of conviction;

it is your only offence;

it did not result in a custodial sentence; and

it does not appear on the list of “specified offences”.

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of “specified offences”.

The list of “specified offences” that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

