



Applicant Reference Number:

Post Reference No:

Closing Date:

## HILLSTONE PRIMARY SCHOOL

### Confidential Application Form

POSITION APPLIED FOR:

#### PERSONAL DETAILS

Title Mr Mrs Miss Ms Other \_\_\_\_\_

Surname

First names

Other previous surnames

Address

Postcode

Mobile Phone Number\*

Daytime Phone Number\*

Evening Phone Number

E-mail Address

\* In the event you are shortlisted, please ensure that you can be contacted during working hours.

Where did you learn about this vacancy?

Marital Status      Single       Married       Civil Partnership   
Widow       Divorced       Separated   
Prefer not to say

National Insurance Number \*    \_ \_ / \_ \_ / \_ \_ / \_ \_ / \_

\*Please note this is a mandatory field

Are you related to any Hillstone Primary employee

YES       NO       DON'T KNOW

If YES, please give name:

**AVAILABILITY**

If successful, please state the notice period required to terminate your present employment (if applicable)

**WORK PERMITS**

Do you require a work permit to undertake full or part-time in the UK?      YES          NO   

If YES, which visa do you hold?      What is the expiry date of this visa?

**EDUCATION RECORD (starting with secondary school first)**

Where Studied	Dates		Examinations Taken (with details of results)
	From	To	

**FURTHER/HIGHER EDUCATION RECORD**

*(If you do not hold formal educational qualifications, please provide additional information on how you qualify for the position through experience)*

Name of Universities/Colleges attended (f/t or p/t)	Course Title	Degree / Diploma	Level/Class	Date
Post graduate qualifications				

Teachers Reference Number (where applicable)

General Social Care Council Registration No. (where applicable)





**SKILLS AND EXPERIENCE** (Please attach additional A4 sheets if required)

1) Please give examples of your achievements, skills and experience, which match those sought in the job description/person specification.

Do you have a full and current driving licence? YES / NO

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ONLY provide Licence number if the position you are applying for requires you to drive

Have you been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974? Yes  No

If YES, please provide details  
If necessary continue on separate sheet

If applying for a position working with children or vulnerable adults that is subject to Criminal Records Bureau Disclosure clearance ALL convictions/cautions must be declared (regardless of whether deemed as spent)

Yes  No

If YES, please provide details  
If necessary continue on separate sheet

Failure to declare convictions/cautions may result in cancellation of any job offer

## REFERENCES

**PLEASE NOTE: If the post is subject to Criminal Records Bureau clearance, references will be sought for those candidates shortlisted for interview.**

Please complete details for two referees who can comment on your work performance within the last 5 years. One should be your present or most recent employer.

For posts not subject to Criminal Records Bureau clearance, please indicate if we may seek references prior to interview:

YES  NO

### REFERENCE 1

Contact name:

Job Title:

Relationship to applicant:

Organisation:

Address:

Phone:

Fax:

E-mail:

If this person is not available, whom else can we contact?

### REFERENCE 2

Contact name:

Job Title:

Relationship to applicant:

Organisation:

Address:

Phone:

Fax:

E-mail:

If this person is not available, whom else can we contact?

Please use this area to provide details on any gaps in your employment plus any none work related history. Please also add any additional information you consider would be relevant to support your application for this particular post.

**I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected or if selected for the position, summary dismissal, and possible referral to the police.**

**IT IS A CRIMINAL OFFENCE TO APPLY FOR A POST WORKING WITH CHILDREN IF YOU ARE BANNED UNDER THE PROTECTION OF CHILDREN ACT.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

# EQUALITIES MONITORING

Hillstone Primary School aims to be an equal opportunities employer and to select staff on merit, striving to make employment opportunities available to everyone, including people of different ages, physical and mental ability, ethnicity, gender, marital status, religion/belief, socio-economic background and sexual orientation. Please help us to monitor the effectiveness of our equality policy by completing this form and returning it with your application form. In accordance with Data Protection Act 1998, the information you have provided will be used only for the purpose of equality monitoring.

The ethnic group and religion categories are those recommended guidelines from the Office for Community Local Government.

<b>Job Title</b>		
<b>Post Reference</b>		<b>Successful No.</b>
<b>Applicant No</b>		<b>For Office Use Only</b>

Please place an <b>X</b> in the appropriate boxes:	
<b>Age</b>	Date of Birth <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> Age <input type="text"/> <input type="text"/>
<b>Gender</b>	Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
<b>Disability</b>	<p><i>We understand that many employees do not declare disabilities because of possible discrimination against them by employers in the selection process and many people do not register for the same reason. Hillstone Primary School will not discriminate against those with a disability and welcome applications from candidates with a disability You should declare a disability, if you perceive yourself as being at a disadvantage in obtaining, keeping or advancing your employment due to a physical, sensory, mental, dietary, communicative, psychiatric, allergic or any other impairment.</i></p> <p>I do have a disability <input type="checkbox"/>    I do not have a disability <input type="checkbox"/></p> <p>I am registered disabled <input type="checkbox"/>    I am not registered disabled <input type="checkbox"/></p> <p><b>Type of Disability/long standing health problem (Please X those applicable)</b></p> <p>Blindness or severe visual impairment <input type="checkbox"/></p> <p>Deafness or severe hearing impairment <input type="checkbox"/></p> <p>Learning disability <input type="checkbox"/></p> <p>Long standing psychological or emotional condition <input type="checkbox"/></p> <p>Other including long standing illness or condition <input type="checkbox"/></p> <p><input type="text"/></p> <p><b>Please specify</b></p> <p>Physical Impairment <input type="checkbox"/></p> <p>Prefer not to say <input type="checkbox"/></p>

<p><b>Ethnic origin:</b></p>	<p><i>We appreciate that some people, including those of mixed race, may not be happy with the classifications used on this monitoring form. If you wish to classify yourself in some other way, please use the additional space provided to do so:</i></p> <table border="0"> <tr> <td> <p><b>White</b></p> <p>British <input type="checkbox"/></p> <p>English <input type="checkbox"/></p> <p>Scottish <input type="checkbox"/></p> <p>Welsh <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other White Background</p> <input type="text"/> <p><b>Please specify</b></p> </td> <td> <p><b>Black or Black British</b></p> <p>African <input type="checkbox"/></p> <p>Caribbean <input type="checkbox"/></p> <p>Any other Black Background</p> <input type="text"/> <p><b>Please specify</b></p> </td> </tr> <tr> <td> <p><b>Dual or Multiple Heritage</b></p> <p>White and Asian <input type="checkbox"/></p> <p>White and Black African <input type="checkbox"/></p> <p>White and Black Caribbean <input type="checkbox"/></p> <p>Any other Dual Background</p> <input type="text"/> <p><b>Please specify</b></p> </td> <td> <p><b>Asian or Asian British</b></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Any other Asian Background</p> <input type="text"/> <p><b>Please specify</b></p> </td> </tr> <tr> <td> <p><b>Any other Ethnic Background</b></p> <p>Gypsy <input type="checkbox"/></p> <p>Irish Traveller <input type="checkbox"/></p> <p>Prefer not to say <input type="checkbox"/></p> <p>Any other Background</p> <input type="text"/> <p><b>Please specify</b></p> </td> <td> <p><b>Chinese or Chinese British</b></p> <p>Chinese <input type="checkbox"/></p> <p>Any other Background</p> <input type="text"/> <p><b>Please specify</b></p> </td> </tr> </table>	<p><b>White</b></p> <p>British <input type="checkbox"/></p> <p>English <input type="checkbox"/></p> <p>Scottish <input type="checkbox"/></p> <p>Welsh <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other White Background</p> <input type="text"/> <p><b>Please specify</b></p>	<p><b>Black or Black British</b></p> <p>African <input type="checkbox"/></p> <p>Caribbean <input type="checkbox"/></p> <p>Any other Black Background</p> <input type="text"/> <p><b>Please specify</b></p>	<p><b>Dual or Multiple Heritage</b></p> <p>White and Asian <input type="checkbox"/></p> <p>White and Black African <input type="checkbox"/></p> <p>White and Black Caribbean <input type="checkbox"/></p> <p>Any other Dual Background</p> <input type="text"/> <p><b>Please specify</b></p>	<p><b>Asian or Asian British</b></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Any other Asian Background</p> <input type="text"/> <p><b>Please specify</b></p>	<p><b>Any other Ethnic Background</b></p> <p>Gypsy <input type="checkbox"/></p> <p>Irish Traveller <input type="checkbox"/></p> <p>Prefer not to say <input type="checkbox"/></p> <p>Any other Background</p> <input type="text"/> <p><b>Please specify</b></p>	<p><b>Chinese or Chinese British</b></p> <p>Chinese <input type="checkbox"/></p> <p>Any other Background</p> <input type="text"/> <p><b>Please specify</b></p>
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<p><b>Sexual Orientation</b></p>	<p>We appreciate that some people may find the question on sexual orientation to be a personal one and we must therefore reiterate that you are under no obligation to answer it.</p> <p>Bisexual <input type="checkbox"/>      Heterosexual <input type="checkbox"/>      Lesbian/Gay <input type="checkbox"/></p> <p>Other <input type="checkbox"/> <input type="text"/></p> <p><b>Please specify</b></p>						
<p><b>Religion / Belief</b></p>	<table border="0"> <tr> <td> <p>No Religion <input type="checkbox"/></p> <p>Christian <input type="checkbox"/></p> <p>Sikh <input type="checkbox"/></p> <p>Jewish <input type="checkbox"/></p> <p>Buddhist <input type="checkbox"/></p> </td> <td> <p>Any other Religion / Belief</p> <input type="text"/> <p><b>Please specify</b></p> <p>Hindu <input type="checkbox"/></p> <p>Muslim <input type="checkbox"/></p> <p>Prefer not to say <input type="checkbox"/></p> </td> </tr> </table>	<p>No Religion <input type="checkbox"/></p> <p>Christian <input type="checkbox"/></p> <p>Sikh <input type="checkbox"/></p> <p>Jewish <input type="checkbox"/></p> <p>Buddhist <input type="checkbox"/></p>	<p>Any other Religion / Belief</p> <input type="text"/> <p><b>Please specify</b></p> <p>Hindu <input type="checkbox"/></p> <p>Muslim <input type="checkbox"/></p> <p>Prefer not to say <input type="checkbox"/></p>				
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## MONITORING

In order to ensure the continued development of the above policy, all applicants are asked to complete the information as indicated. You are not obliged to answer all questions, but obviously the more information you supply the more effective our monitoring will be. If you choose not to answer questions it will not affect your application. The information you supply here is confidential to the Human Resources team and will be used solely for monitoring purposes.

## DISCLOSURE

The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young person under the age of 18 years the right to withhold information regarding previous criminal convictions as well as cautions, warnings, reprimands and bind-overs, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act. You should disclose in this section any previous convictions, cautions, warning, reprimands and bind-overs. Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children.

Signature

Print Name

I confirm that I have criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, please enclose full details in a sealed envelope marked 'Private and Confidential' and tick the box