#### HVS only RGB HOE VALLEY SCHOOL - APPLICATION FORM (NON-TEACHING)

### Please use black ink / print when completing this form CONFIDENTIAL

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| 1. Application for appointment of: |  | |
|  | |

**2. Personal Details**

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| --- | --- | --- | --- | --- | --- | --- |
| Last Name |  | | First Names | |  | |
| Title |  | Any Previous Last Names | | |  | |
| Full Address |  | | | | | |
| Daytime Tel |  | | | Evening /Mobile | |  |
| E-mail |  | | | | | |
| NI Number |  | | | | | |
| Date of Birth |  | | | | | |
| Are you legally entitled to work in the UK? | YES / NO (delete as appropriate) | | | | | |
| Are you required to hold a work permit? | YES / NO (delete as appropriate) | | | | | |
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**3. Education and qualifications:** To include any part-time study and courses studied and not completed successfully.

**(a)** **Secondary / Further Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of school/college | Dates | | Subject and  Qualification | Grade and date  awarded | |
| From | To |
|  |  |  |  |  |  |

**(b) Higher Education and Courses leading to other relevant qualifications**

Such as those leading to qualified status or graduate status and to membership of professional institutions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Higher Education:  Establishments attended | Dates | | Qualification obtained and date of award | Subjects | |
| From | To | Main | Subsidiary |
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| **4. Present appointment**  Local Authority / Employer | | | | | |  | | | | | | | | | | | | | | | |
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| School/College/Establishment | | |  | | | | | | | | | | | | | | | Number on Roll | | |  |
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| Post Held  (specify any additional allowances) | | | | | | | | | |  | | | | | | | | | | | |
|  |  | | | | | | | | | |  | | |
| If part-time, please give hrs and days | | | | | | | |  | | | | | | | | | | | Date appointed |  | |
|  | | | |  | | | | | | | |  | | | |
| Subjects, age groups taught and other responsibilities | | | | | | |  | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | | | |
| Notice required and / or date available if appointed | | | | | | | | | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Salary Scale | |  | | | | | | | Salary Point | | | |  | | | | Gross Salary | | | £ | |

**5. Previous experience:** If part-time appointment please state. A separate curriculum vitae should **not** be enclosed in substitution. **A continuous employment history is required from when you left full-time education.**

**(a) Employment in an educational setting** (most recent employment first)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Local Education Authority and School/College or Employer | Type of School | No.  on Roll | Age Range | Status of Post and responsibilities | Reason for Leaving | Inclusive Period  (month & year) | |
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**b)** **Other paid employment.** State responsibilities and reasons for leaving.

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| --- | --- | --- | --- | --- | --- |
| Employer | Job Title | Responsibilities and Duties | Reason for Leaving | Inclusive Period  (month & year) | |
|  |  |  |  |  |  |
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| **c)** **Please use the space below to explain any gaps in your employment.**   |  | | --- | |  | |

**6. Statement in support of application.**

Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirement of the post and the candidate specification. Applicants should confine this to two sides of A4. An additional letter is not required.

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**7. Confidential References (Please ensure referees know this reference is being requested)**

Names, addresses and status of two people who can comment on your suitability for this post. The first reference must be your present or most recent employer. References relating to a school or college must be the Head Teacher or Principal. Please note a minimum of two referees are required.

References will be sought on shortlisted candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns. The School reserves the right to seek any additional references it deems appropriate.

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| --- | --- | --- | --- |
| **(1) Present or Most Recent Employer** | | | |
| Name |  | | |
| Address and Postcode |  | | |
| Contact Number |  | | |
| Email Address |  | | |
| Relationship to You |  | | |
| Contact | If you don’t wish us to contact this referee without your prior agreement, please tick this box: ☐ | | |
|  | |  |  |
| **(2) Second Reference** | | | |
| Name |  | | |
| Address and Postcode |  | | |
| Contact Number |  | | |
| Email Address |  | | |
| Relationship to You |  | | |
| Contact | If you don’t wish us to contact this referee without your prior agreement, please tick this box: ☐ | | |
|  | |  |  |
| **(3) Optional Third Reference** | | | |
| Name |  | | |
| Address and Postcode |  | | |
| Contact Number |  | | |
| Email Address |  | | |
| Relationship to You |  | | |
| Contact | If you don’t wish us to contact this referee without your prior agreement, please tick this box: ☐ | | |
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**8. Pre-Employment Checks**

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

**(a) Disclosure and Barring Service**

If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service (DBS, previously CRB)**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

* Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
* Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
* **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.**
* Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the School’s privacy statement.
* The School abides by the DBS Code of Practice which does not allow for the photocopying and retention of the full DBS Disclosure certificate.

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| --- | --- | --- |
| Do you have a DBS Certificate? | **YES/NO** | DATE: |
| Do you subscribe to the DBS update service? | **YES/NO** | |

**(b) Living or Working Overseas**

If you have 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.

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| --- | --- |
| Have you lived or worked outside the UK in the last 5 years? | **YES/NO** |

**(c) Right to Work in the UK**

The School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.

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**9. Related Parties**

Please list any personal relationships that exist between you and any member of Hoe Valley School Community, including Governors/Members, Staff and Students?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Relationship** | | **Role at HVS** |
|  |  | |  |
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**10. Further Information**

|  |  |  |
| --- | --- | --- |
| Where did you see the advertisement for this post? |  |  |

|  |  |  |
| --- | --- | --- |
| **11. Disability and Accessibility**  HVS is committed ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require |  |  |
|  | | | |

**12. Data Protection**

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may

share information about you during the application process. We are required to notify you of this information, under

data protection legislation. Please ensure that you read this notice as well as our privacy notice which can be found on our website at www.hoevalleyschool.org which details how we use your information.

**Why Do We Collect This Information?**

Once you have submitted an application form, the School uses this information in order to take a decision on

recruitment and to take steps to enter into a contract.

**What Information Do We Collect?**

We collect the following information from the application form in order to take a decision as to recruitment:

Education and Qualifications; Present Employment; Employment History; Personal Statement.

**How we may share the information**

We may also need to share some of the above categories of personal information with other parties, such as HR

consultants and professional advisers. Usually, information will be anonymised but this may not always be possible.

The recipient of the information will be bound by confidentiality obligations. We may also be required to share some

personal information as required to comply with the law.

**How long we keep your information**

We keep the personal information that we obtain about you during the recruitment process for no longer than is

necessary for the purposes for which it is processed. How long we keep your information will depend on whether

your application is successful and you become employed by us, the nature of the information concerned and the

purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention

policy.

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**13. Declaration**

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

I understand that if this position requires a valid driver’s licence, proof will be required when offered employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Candidate |  | Date |  |

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**Notice to Applicants**

Only fully completed application forms received by the stated deadline for applications will be accepted as valid applications. Application forms should be submitted by one of the following methods and the School reserves the right to make an appointment prior to the closing date for applications.

* Emailed to [hr@hoevalleyschool.org](mailto:hr@hoevalleyschool.org)
* Submitted to the appropriate recruitment website
* Posted to the Recruitment Officer, Hoe Valley School, Egley Road, Woking, GU22 0NH
* Hand delivered to School Reception, marked for the attention of the Recruitment Officer

**Hoe Valley School**

**Recruitment Monitoring Information**

Please complete all mandatory fields and in addition those fields that you are able. All data will be kept in line with the Data Protection Act 2018.

We are committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the shortlisting panel. This section will be detached from the application form prior to shortlisting. If you do not wish to share this information, you can select the “prefer not to say” option.

**To complete the Form**:

|  |
| --- |
| **Check boxes** (□): Enter a cross in the check box to mark your selected option as applicable. |

**Age:**

□ 15-19 □ 20-24 □ 25-29 □ 30-34 □ 35-39 □ 40-44

□ 45-49 □ 50-54 □ 55-59 □ 60-64 □ 65-69 □ 70+

□ prefer not to say

**Gender:**

□ Male □ Female □ Prefer not to say

(If you are undergoing gender reassignment, please use the gender you identify with)

**Gender Identity:**

Do you identify as transgender/transsexual?

Yes □

No □

Prefer not to say □

**Sexual Orientation:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bisexual **□** | Gay man **□** | Heterosexual/Straight **□** | Gay woman/ Lesbian **□** | Prefer not to say **□** |
| Other **□** | | | | |

**Ethnicity Monitoring:** This data is needed to enable us to fulfil our duties under the Equality Act 2010

|  |  |  |  |
| --- | --- | --- | --- |
| **Asian & Asian British:** | **□** Bangladeshi | **Mixed:** | **□** White & Asian |
| **□** Chinese | **□** White & Black African |
| **□** Indian | **□** White & Black Caribbean |
| **□** Pakistani | **□** Other |
| **□** Other | **White:** | **□** British |
| **Black & Black British:** | **□** African | **□** Irish |
| **□** Caribbean | **□** Gypsy / Irish Traveller |
| **□** Other | **□** Other |
| **Other** | **□** Arab | **Prefer Not To Say:** | **□** |
| **Other (Please specify)** |  | | |

**Religion or belief:**

Please describe your religion or other strongly-held belief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would describe my religion or belief as:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have no particular religion or belief □ Prefer not to say □