

Horbury School

A Specialist Language College



Application Form

Application for the post of

PERSONAL DETAILS

Surname: Forenames:

Previous name: Maiden name: (if applicable)

Title: Date of Birth: Age: DCFS No. (Teaching only):

Address:

Postcode:

Home Telephone: Fax: Email:

Work Telephone: Mobile No:

RECRUITMENT MONITORING

I would describe my Ethnic Origin as:

Choose one category then ✓ the appropriate box to indicate your cultural background.

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Other (Please Specify):

Black or Black African

- Caribbean
- African
- Other (Please Specify):

Chinese or Other Ethnic Groups

- Chinese
- Other (Please Specify):

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Other (Please Specify):

White

- British
- Irish
- Other (Please Specify):

Religion

Please ✓ one of the boxes below

- | | |
|--------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Christian |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Muslim | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> No Religion | <input type="checkbox"/> Other (Please Specify): <input type="text"/> |

Gender: Please ✓ Female Male

Marital Status: Please ✓ Civil Partnership Divorced
 Married Separated Single Widowed

Disability: Do you consider yourself to be disabled? Please ✓ Yes No

If Yes: What adjustments do you consider may be necessary in the recruitment process to take account of your disability? Are there any arrangements we can make for you if you are invited to interview? Please specify, e.g the provision of an accessible interview location or an interpreter, aids, adaptations or equipment.

REFERENCES (One of these should be your present employer)

Name	Name
Address	Address
Postcode	Postcode
Telephone No.	Telephone No.
Position	Position
Email	Email

REHABILITATION OF OFFENDERS LEGISLATION: ACCESS TO CHILDREN

All applicants for our school must disclose all criminal convictions and cautions prior to employment. Please note, however that any information supplied will be dealt with on a confidential basis and that the Governing Body will only take account of those convictions or cautions pertinent to the nature and purpose of the post. You should also take note that the school has a right to check with the police regarding the existence and content of any criminal record of the successful candidate.

DECLARATION:

I have read and understood the above statement. If I have any convictions or cautions to declare I will supply written details of them, in a separate envelope marked 'private and confidential' with this application.

I agree

Dated

EDUCATION (Please complete relevant sections)

	Date Awarded	Grade Obtained	Qualifications
Secondary School, College, Further Education			
Higher Education (If applicable)			
Further post graduate study (If applicable)			
Main teaching subjects offered (If applicable)	Additional subjects offered		

PRESENT POST

Present Post (Title) Date Appointed
Point on Scale or Salary

Name of Company or School and Address

Postcode

State briefly your main duties and responsibilities. If you are no longer in this job, please state the reason for leaving:

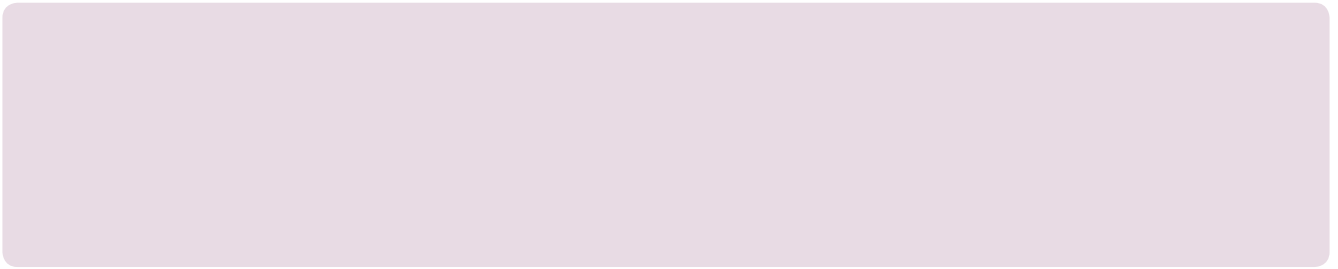
RELEVANT TRAINING COMPLETED OR CURRENTLY BEING UNDERTAKEN

Course Title or Qualification	Organising Body or Training Provider	Duration of Training	Dates

ACHIEVEMENTS WITHIN A SCHOOL ENVIRONMENT (IF APPLICABLE)

IF YOU HAVE NOT WORKED IN A SCHOOL ENVIRONMENT BEFORE, PLEASE INDICATE WHY YOU WOULD LIKE TO WORK AT HORBURY SCHOOL:-

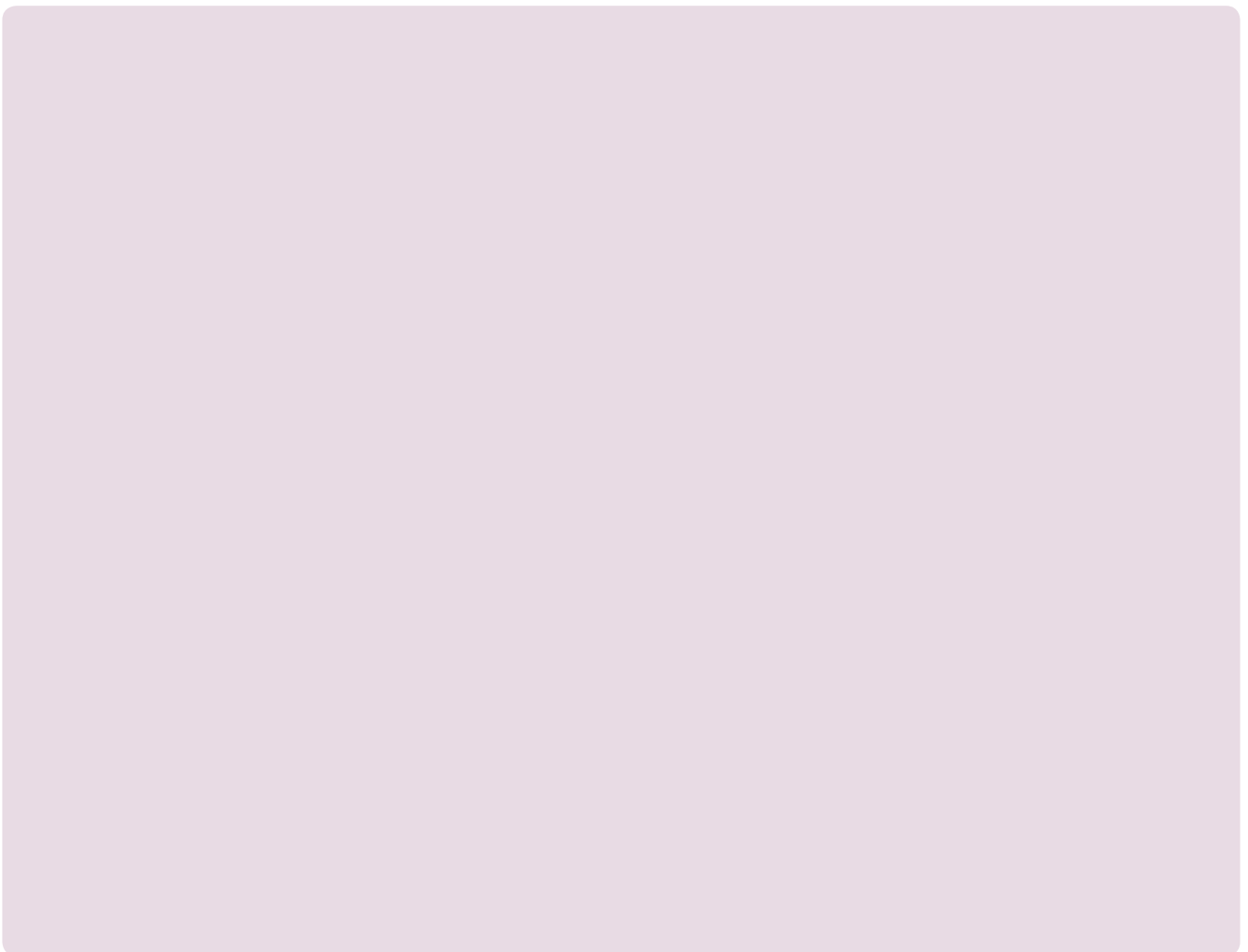
INTERESTS



INFORMATION TO SUPPORT YOUR APPLICATION

Please support your application by describing what particular experience, skills and abilities you can bring to this job, gained through either work, education, home or voluntary activities.

This is your opportunity to tell us about yourself and why you are applying for a post within Horbury School. Take care to explain what you might have done in your present and previous jobs, or outside work and how it is relevant to this post. You may attach extra sheets if necessary but please remember not to include any personal details or this will not be forwarded to the selection panel.



PREVIOUS TEACHING POSTS HELD (Teaching Staff Only)

Name of Education Authority & status (Foundation/ Community)	Name of School or College (including location)	B / G or Mixed	Age Range	Post Title & Salary	Dates From/To

DETAILS OF EMPLOYMENT

Please include part time and temporary work, and breaks in service. (Please use additional page if required)

Employer	Position Held	Job Description	From Mth/Yr	To Mth/Yr

EMPLOYMENT

Please explain any break in your continuity of employment.

My National Insurance Number is:

MEDICAL INFORMATION

Please give details of any absence through ill health requiring certification over the past two years:

DATA PROTECTION ACT

I give my consent for the personal data contained in this Application Form to be processed for the purposes set out in the Guidance Notes to this Application form.

I agree

Dated

SIGNATURE

I understand that if I am appointed and it is later discovered that I withheld or falsified relevant information, that disciplinary action may be taken and I may be summarily dismissed.

I confirm I can produce original documents of my qualifications and that I am happy to undergo a medical assessment if required.

I am am not related to a senior member of staff or Governor (please tick as applicable) and understand that canvassing directly or indirectly will be a disqualification.

I agree that the information I have given in this application is correct to the best of my knowledge.

Dated

Shortlisting will ideally take place within one week of the closing date. If you do not hear from us, please assume that you have been unsuccessful. If this is the case, please may we thank you for your interest in Horbury School and ask that this does not deter you from applying for a suitable position in the future.

N.B Please note that a recruitment administrator, who not will be involved in the recruitment and selection process will collate this form, for the selection panel in line with our recruitment and selection policy.

Submit

Reset