

Application for Post of

Personal Details

Surname			
Forenames			
Address inc. Postcode			
Email			
Telephone: Home			
Work			
Mobile			
Date of Birth <small>(for Safer Recruitment purposes only)</small>		Nationality	
N.I. Number		DoE Ref No <small>(for teaching posts only)</small>	
Do you hold a current U.K. driving licence?	YES / NO	Do you have the legal right to work in the UK?	YES / NO

Present / Last Appointment

Name, Address and Phone No. of School or Other Employer and, if not a school, Nature of Business	Job Title and (for teaching posts only) Subjects Taught	Full or Part Time and FTE if Part Time	Dates			
			From		To	
			Mth	Yr	Mth	Yr
Current / Last Salary		Other employment benefits				
Date appointed to current post		Notice: Date available to begin new job				
Reason for leaving						

Education & Qualifications

Name of Establishment(s)	Date(s) Attended	Exams / Qualifications	Subject(s)	Grade
School(s)				
University				
Post Graduate				

Courses & Professional Qualifications

Please (a) give details of any professional qualifications obtained and (b) list any relevant courses attended in the past three years

Course Title	Organising Body	Date(s) and Duration	Any Qualifications Obtained

Other Relevant Experience and Skills

Please give details of any other experience you may have which is relevant to the role	
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Leisure

Please note here your leisure interests, sports and hobbies, other pastimes etc	
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Referees

Please give details of three referees. One should normally be your present or most recent head teacher (or equivalent person for non-teaching posts) and one someone who has known you personally for a number of years. If you are not currently working with children please provide a referee from your most recent employment involving children.

Referees and past employers will be asked about disciplinary offences relating to children, which may include any in which the penalty is 'time expired'; and whether you have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives.

Name		Job Title / Relationship to applicant	
Email		Telephone	
Address		May we contact prior to interview?	YES/NO

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Hurstpierpoint College is committed to safeguarding and promoting the welfare of children and young people.

Compulsory Declaration: Convictions etc

As the job for which you are applying involves substantial opportunity for access to children, it is essential that you provide us with legally accurate answers, and that any unspent convictions, cautions, reprimands or warnings you may have **must be disclosed**.

The disclosure in your application of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed, and any other relevant factors. However, failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently. Any information will be completely confidential and will be considered only in relation to this appointment.

(Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 at the Disclosure and Barring Service website. www.gov.uk/dbs.)

<p>Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?</p> <p>If your answer is yes, please provide full details on a separate sheet and enclose this in a separate, sealed envelope marked 'Private and Confidential: for the Attention of the Head' along with your application. If you would like to discuss this beforehand, please telephone in confidence to the Human Resources Manager or Bursar for advice.</p>	<p>YES/NO</p>
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In accordance with statutory requirements, any offer of appointment will be subject to satisfactory clearance by the Disclosure and Barring Service. Where applicable (see below) it may also be subject to the provision of satisfactory international police check(s).

International Police Checks

The Disclosure and Barring Service is not able to access all police records held internationally. Consequently, you may be required to submit a separate police check from any country you have lived, worked or travelled in for more than six months.

<p>Have you ever lived/worked/travelled abroad for more than six months?</p> <p>If your answer is yes, please provide details below of the country (or countries) and the dates that you were there.</p>			<p>YES/NO</p>	
Name of country	Dates			
	From		To	
	Mth	Yr	Mth	Yr

Other Details

<p>If you are offered the post you will be required to complete a detailed health questionnaire and your appointment will be conditional upon the completed questionnaire being satisfactory. Should we require further information about your state of health, we may wish to contact your doctor with a view to obtaining a medical report and you may be required to undergo a medical examination. If this is the case we will advise you.</p> <p>Do you authorise us to contact your G.P or to ask the School doctor for a medical report if you are selected?</p>	<p>YES/NO</p>
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Declaration

- i) I certify that, to the best of my knowledge and belief, all information given is complete and correct. I understand and accept that providing false information will result in my application being rejected or the withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that checks may be carried out to verify the contents of my application form.
- ii) I agree that Hurstpierpoint College Ltd reserves the right to require me to undergo a medical examination.

Signed

Date

(If you complete this form electronically you will be asked to sign a hard copy when you attend for interview.)

Notes

- If you are appointed we will need to see proof of identification and of your right to work in the U.K., together with original certification of qualifications.
- The information collected on this form and any other personal data provided will be used in compliance with the General Data Protection Regulation, Data Protection Act 2018 (as each is amended or superseded) and other related legislation and checks may be made to verify the information provided.
- The College will process your personal data as set out in the College's 'Privacy Notice' which is available on the College's website as may be amended from time to time; to perform our obligations under this application, and where otherwise reasonably necessary for the College's purposes.
- Hurstpierpoint College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (formerly this was undertaken by the Criminal Records Bureau).
- The School supports the principle of equal opportunities and opposes discrimination of any kind. Being a committed equal opportunities employer, the School will take every possible step to ensure that employees and prospective employees are treated equally and fairly in respect of these matters. All policies and practices will conform with the Equality Act 2010 and the principle of equal opportunities in terms of recruitment, selection, training, promotion, career development, discipline, redundancy and dismissal. Our staff and applicants for employment shall not be disadvantaged by any policies or conditions of service which cannot be justified as necessary for operational purposes.
- Hurstpierpoint College operates a no smoking policy.

**Please return this form together with a brief letter outlining your suitability for the post and a full CV to:
The HR Manager, Hurstpierpoint College, Hurstpierpoint, Hassocks BN6 9JS**

Please note that application documents should be sent in **pdf format** and be named as follows:

- Surname, First Name, application form
- Surname, First Name, covering letter
 - Surname, First Name, cv

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