**Job Application Form - Pield Heath House School**

Completed applications should be returned to the school at the following address:

Pield Heath House School, Pield Heath Road, Uxbridge, Middlesex, UB8 3NW

Applications can also be returned by e-mail to:

recruitment@pieldheathschool.org.uk

**SECTION 1 - POST DETAILS**

Reference Number:

Job Title:

Closing Date:

**Please write in capital letters in black ink or type, do not include a CV.**

**This application form has been designed to exclude information that might lead to discrimination. Please refer to the accompanying guidance notes when completing your application.**

**SECTION 2 - PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title: | First forename: |
| Other forename: | Surname: |
| Former Surname: | Other names: |
| Address line 1: | Address line 2: |
| Town: | County: |
| Postcode: | Country: |
| Home Phone No.: | Resident at this address since (Date): |
| Mobile Number: | Work Number: |
| Email Address: | |

**Please note correspondence regarding your application may be sent to your e-mail and/or postal address.  Applicants who have not heard within 21 days of the closing date are thanked for their application and are asked to assume that it has been unsuccessful on this occasion.**

**SECTION 3 - PERSONAL DETAILS CONTINUED**

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes  No

If Yes, please provide details:

If you are successful in your application would you require a work permit prior to taking up employment? Yes  No

If Yes, please specify dates:

Date: From (Month/YYYY)

Date: To (Month/YYYY)

Have you ever lived and/or worked outside of the UK? Yes  No

If Yes, please provide details:

Do you hold a Certificate of Good Conduct for your time spent abroad? Yes  No

If yes, please provide the date of issue. Date:

Insert your National Insurance Number:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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**SECTION 4 – SOURCE OF APPLICATION**

Where did you see the vacancy advertised? Please specify:

**SECTION 5 – SECONDARY EDUCATION**

**Detail here any qualifications held (continue on a separate sheet if necessary).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Qualification** | **Grade** | **Month and Year obtained (Mandatory)** |
|  |  |  |  |
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**SECTION 6 – FURTHER EDUCATION**

**Detail here any Further Education/Vocational/Professional Qualifications/Other Qualifications held or currently being studied (continue on a separate sheet if necessary).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School, College or University** | **Subject** | **Qualification/Level** | **Grade** | **Year Obtained / Examination Date** |
|  |  |  |  |  |
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**SECTION 7 – COURSES**

**Please give details of recent significant in-service training courses etc. attended. (Continue on a separate sheet if necessary). *(Teaching Roles Only - Newly Qualified Teachers are invited to outline key elements of their course – please continue on a separate page if necessary).***

|  |  |  |
| --- | --- | --- |
| **Organising Body** | **Nature/Title of Course** | **Dates** |
|  |  |  |
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**SECTION 8 – MEMBERSHIP OF PROFESSIONAL BODIES**

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| --- | --- | --- | --- | --- |
| **Institute** | **Grade of Membership, Membership Number** | **Enrolment date** | **Examination date** | **Expiry date** |
|  |  |  |  |  |
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**SECTION 9 – REGISTERED COUNCILS**

***Teaching Roles only:***

|  |
| --- |
| **Date recognised as qualified by DfES:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Teacher Reference Number:** |  | | |
| **Current salary point:** |  | | |
| **Date QTS awarded:** |  | | |
| **Induction period completed?** | Yes  No | Date of completion: |  |
| **If you have answered No, please select the appropriate option:** | Not yet started  Term 1 completed  Term 2 completed | | |
|  |  | | |

**SECTION 10 – EMPLOYMENT DETAILS**

Have you previously worked for or are you currently working for Pield Heath House School *(An employee is defined as someone who is paid directly by PHHS and does not include those working in a voluntary capacity or via an agency)*

Yes  No

|  |  |
| --- | --- |
| Manager’s name and job title: | Job Title: |
| Place of work: | Employment start date (Month/YYYY): |
| Employment end date (Month/YYYY)  (if applicable): | Reason for leaving (if applicable): |
| Number on roll (*teaching roles only):* | Age Range (*teaching roles only):* |
| Employee reference number: |  |
|  |  |

**SECTION 11 – PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Name of Employer: | |
| Local Education Authority: | |
| Address line 1: | Address line 2: |
| Town: | County: |
| Postcode: | Country: |
| Post held: | Grade: |
| Number on roll (*teaching roles only):* | Age Range (*teaching roles only):* |
| Date of appointment (Month/YYYY): | Salary: |
| Notice Required: Weeks/Months | Telephone number: |
| Leave date (if applicable- Month/YYYY): | Reason for leaving (if applicable): |
| Summary of current job role; duties and responsibilities | |

|  |
| --- |
| **SECTION 12 – PREVIOUS EMPLOYMENT** |

**List all your previous jobs (most recent first). Identify and account for any gaps in employment.**

|  |  |
| --- | --- |
| **Name of Employer:** | |
| Address line 1: | Address line 2: |
| Town: | County: |
| Postcode: | Country: |
| Post held: |  |
| Job Role Summary: | |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY): | Reason for leaving (if applicable): |
| **Name of Employer** | |
| Address line 1: | Address line 2: |
| Town: | County: |
| Postcode: | Country: |
| Post held: |  |
| Job Role Summary: | |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY): | Reason of leaving (if applicable): |
| **Name of Employer:** | |
| Address line 1: | Address line 2: |
| Town: | County: |
| Postcode: | Country: |
| Post held: |  |
| Job Role Summary: | |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY): | Reason of leaving (if applicable): |
| **Name of Employer:** | |
| Address line 1: | Address line 2: |
| Town: | County: |
| Postcode: | Country: |
| Post held: |  |
| Job Role Summary: | |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY): | Reason of leaving (if applicable): |
| **Please provide details for any gaps in your employment history when you have not been in education, training or employment.**  **Please list dates and the reason (i.e. travel, parental leave, etc.)** | |
| Gaps in employment (including dates (Month/YYYY)) | |

**SECTION 13 – REFERENCE OF PRESENT OR MOST RECENT EMPLOYMENT**

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

|  |  |
| --- | --- |
| Title: | First forename: |
| Other forename: | Surname: |
| Address line 1: | Address line 2: |
| Town: | County: |
| Postcode: | Country: |
| Telephone number: | Email address: |
| Occupation: |  |
| Relationship to you? | Do you give permission for referees to be contacted prior to an offer of employment being made?  Yes  No |

**Please note your referee should ideally be a previous line manager or someone in a position of authority.**

**SECTION 14 – REFERENCES**

|  |  |
| --- | --- |
| Title: | First forename: |
| Other forename: | Surname: |
| Address line 1: | Address line 2: |
| Town: | County: |
| Postcode: | Country: |
| Telephone number: | Email address: |
| Occupation: |  |
| Relationship to you? | Do you give permission for referees to be contacted prior to an offer of employment being made?  Yes  No |

**SECTION 15 – DECLARATIONS AND CONSENTS**

|  |  |
| --- | --- |
| Are there any reasonable adjustments that you would require to enable you to participate in the interview/assessment event if you were selected to attend? | |
| Are you related to any member or employee of the school? | Yes  No |
| If you answered ‘Yes’, please provide details | |
| Are you related to a member of the School Governing Body? | Yes  No |
| If ‘Yes’, please provide name(s) & relationship: |  |

**Has any previous employer expressed concerns and/or taken any action, whether informal/ formal (including suspension from duty) on the following: (Include any investigations or actions taken by your professional body)**

|  |  |
| --- | --- |
| **Capability or work performance** | Yes  No |
| Please provide details: | |
| **Disciplinary** | Yes  No |
| Please provide details:  You are only required to declare live disciplinary sanctions unless they relate to safeguarding (see below) | |
| **Safeguarding** | Yes  No |
| Please include details of any allegations which have been made against you and how these have been categorised. Any disciplinary sanctions relating to safeguarding must also be declared, including those which have expired for disciplinary purposes. | |
| Are there any dates when you would not be available for interview in the near future? | Yes  No |
| Please provide details: | |
| Please state the date on which you could take up duty if appointed |  |
| Do you hold a current driving licence? | Yes  No |
| Driving licence number |  |
| Driving licence type | Paper  Photo |
| Date valid from (DD/MM/YY) |  |
| Issue Country |  |
| What type of licence is it? (eg full, provisional, HGV, PSV) |  |
| Do you have use of a car? | Yes  No |
| I declare that the information contained in this application form is correct and understand that the school will request to see proof of qualifications at the time of interview. | Yes  No |
| I consent to Pield Heath House School recording and processing the information detailed in this application. Pield Heath House School will comply with their obligation under the Data Protection Act 2018. | Yes  No |

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| --- |
| **SECTION 16 – SUPPORTING EVIDENCE** |
| **Please ensure that you have read carefully the job description and person specification for the role that you are applying for. In this section you are required to detail how your knowledge, skills and experience evidence that you meet the requirements for this post as detailed in the person specification and advertisement. Shortlisting and appointment to this post will be based on your ability to meet these requirements.**  **If you submit this form via email you are declaring that the information stated is true and accurate.**  **I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose will be judged as serious misconduct, which may result in dismissal, or may be a criminal offence.**  **Signature: ………………………………………………………...Dated:…………………………...** |

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| --- |
| **SECTION 17 – EQUAL OPPORTUNITIES MONITORING** |

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| --- | --- | --- |
| **Pield Heath House School is committed to equality in employment. The school’s aim is to ensure equality for all existing and prospective employees. In line with this Pield Heath House School are required to publish work force data.**  **In order to assist the school with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.**  **The information will not form part of our short listing and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.** | | |
| Applicant name |  | |
| Post applied for |  | |
| Closing date |  | |
| Gender | | Male  Female  Prefer not to disclose |
| **Please note: the categories below are taken from the 2001 Census. The school is required to use this format for its monitoring exercises.** | | |
| What is your ethnic group? | | White British  White Irish  White Other  Mixed: White and Black  Mixed: White and Black African  Mixed: White and Asian  Asian or Asian British  Asian or Asian British: Indian  Asian or Asian British: Pakistani  Asian or Asian British: Bangladeshi  Asian or Asian British: Other Asian  Black or Black British: Caribbean  Black or Black British: African  Black or Black British: Other Black  Chinese or Other Ethnic Group  Other |
| Please specify | |  |
| Do you consider yourself to have a disability as described by the Equality Act 2010? | | Yes  No |
| Date of birth\* | |  |

**\*** For successful candidates only, this information will be used as part of pre-employment vetting checks to assist in the confirmation of identify.

**APPLYING FOR A JOB WITH PIELD HEATH HOUSE SCHOOL**

IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

**Data Protection**

The information that you state on this application form will be used by the school to consider you for a job vacancy. Further information about how we collect and use your personal data can be found in our School Workforce Privacy Notice which is available to all candidates upon request. If you are successful in your application, then a copy of this policy will be provided to you as part of our New Employee Pack.

**Rehabilitation of Offenders**

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

**Information in Support of your Application**

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.