



**HALL GREEN SCHOOL
AN ACADEMY
Southam Road
Hall Green
Birmingham
B28 0AA**

APPLICATION FORM

Name: _____

Position applied for: _____

Main subject: _____

Subsidiary subject: _____

Hall Green School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect of all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

We are committed to equal opportunities in employment and positively welcome your application.

Please complete ALL sections. Sections 2-6 of the application form will be used to shortlist candidates for interview.

1. Personal Details

Title: Mr/Mrs/Miss/Ms/Other/No title

Surname: _____

Forename(s): _____

Any Previous Name(s): _____

Permanent Home Address: _____

Postcode: _____

Home Telephone Number: _____

Mobile Telephone Number: _____

Work Telephone Number: _____

E-mail address: _____

National Insurance Number: _____

2. Present or Last Employer

Name and address of employer: _____

Job title: _____

Date Appointed: _____

Date Left (if applicable): _____

Reason for Leaving: _____

Salary: _____

Hours worked per week: _____

Current duties and responsibilities:

3. Previous Employment and Experiences Gained

Please start with the most recent and continue on a separate sheet if necessary. Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history.

Dates From To	Employer's Name and Address	Position held (include salary)	Responsibilities	Reason for leaving

4. Education, Qualifications and Training

Please start with the most recent and continue on a separate sheet if necessary.

Dates From To	Name of Secondary School/College/University	Qualifications gained (state level)	Grade/Class of degree	Date

5. Other Relevant Training Courses

Dates From To	Organising Body	Course title	Length of course

6. Other information in support of your application

In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience, knowledge and skills which demonstrate how you meet the requirements of this job. Please refer to the job description and person specification as your guide.

Please continue on a separate sheet if necessary - please ensure that any additional sheets are attached securely and include your name and job title. You should not include more than 2 sides of A4 in this section; you may also include a CV.

7. References

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Headteachers, College Lecturers or other persons who are able to comment authoritatively on your educational background and/or personal qualities are acceptable as referees.

The School reserves the right to approach any previous employer or manager.

Please note: if you are shortlisted and invited to an interview, referees will be contacted and references obtained prior to interview in line with current statutory guidance.

Title:	Mr/Mrs/Miss/Ms/Other	Title:	Mr/Mrs/Miss/Ms/Other
Name:	Name:
Company Name:	Company Name:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
E-mail address:	E-mail address:
Position:	Position:
Relationship:	Relationship:

8. Protection of Children

The School is required under the law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). The amendments to the Exception Order 1975 (2013 and 2020) provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Further guidance on 'protected' convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>

You will be required to disclose when shortlisted for an interview all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the School and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the School. During the course of your employment with the School, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

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9. **General**

- (a) You are required to declare any relationship with or to an employee or governor of the school. Please state name, position and relationship below.

Name: _____
Position: _____
Relationship: _____

- (b) Have you ever been the subject of formal disciplinary proceedings or dismissed for any reason? If yes, please give full details.

Yes No

- (c) Please indicate if you are happy to receive correspondence via your email address.

Yes No

Are there any dates when you will not be available for interview?

This information is required including that related to warnings as “spent” in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

10. **Reasonable adjustments for a disability**

If you are disabled, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact the PA to the Headteacher or HR Administrative Assistant at the School to discuss any requirements.

11. **Health/Medical Details**

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

12. **Data Protection**

In completing this application form you should refer to the Recruitment Privacy Notice sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the School without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

13. **Declaration**

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the School.

Signed: _____ Date: _____