**APPLICATION FORM**

Please return completed forms (PDF with your name in the title) by email to [hphr@heywoodprep.com](mailto:hphr@heywoodprep.com)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position applied for:** | |  | | | | | | | | |
| **Section 1 – Personal Details** | | | | | | | | | | |
| Full name | |  | | | | | | | | |
| Former name(s) | |  | | | | | | | | |
| Address | |  | | | | | | | | |
| Telephone | |  | | | | | | | | |
| Email | |  | | | | | | | | |
| Date of birth | |  | | | | | | | | |
| NI Number | |  | | | | | | | | |
| DfE Reference Number (if applicable) | |  | | | | | | | | |
| **Section 2 – Education** (most recent first) | | | | | | | | | | |
| **School/college/university** | | | **Dates attended** | | | | **Subject** | | **Exam Result** | |
|  | | |  | | | |  | |  | |
|  | | |  | | | |  | |  | |
|  | | |  | | | |  | |  | |
| **Section 3 – Other vocational qualifications, skills or training** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Section 4 – Current / Most Recent Employment** | | | | | | | | | | |
| Employer: | | | |  | | | | | | |
| Employer’s address: | | | |  | | | | | | |
| Job title | | | |  | | | | | | |
| Responsibilities | | | |  | | | | | | |
| Date started | | | |  | | | | | | |
| Date left employment (if applicable) | | | |  | | | | | | |
| Current salary | | | |  | | | | | | |
| Reason for leaving | | | |  | | | | | | |
| Notice period | | | |  | | | | | | |
| **Section 5 – Previous employment since leaving secondary education** | | | | | | | | | | |
| **Dates** | **Name / address of employer** | | | | **Position held and/or duties** | | | | | **Reason for leaving** |
|  |  | | | |  | | | | |  |
|  |  | | | |  | | | | |  |
|  |  | | | |  | | | | |  |
|  |  | | | |  | | | | |  |
|  |  | | | |  | | | | |  |
|  |  | | | |  | | | | |  |
| **Section 6 – Interests** (Please give details of any interests, hobbies or skills) | | | | | | | | | | |
|  | | | | | | | | | | |
| **Section 7 – Suitability** (Please say why you believe you are suitable for the position) | | | | | | | | | | |
|  | | | | | | | | | | |
| **Section 8 – Health** | | | | | | | | | | |
| Heywood Prep is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that Heywood Prep complies with its obligations under the Disability Discrimination Act 1995 (“the Act”). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. | | | | | | | | | | |
| Do you consider yourself to be disabled? | | | | | |  | | | | |
| Are there any special arrangements you might require to attend an interview? | | | | | |  | | | | |
| If offered the position applied for, are there any arrangements or adjustments that Heywood Prep would need to make to enable you to carry out the role? | | | | | |  | | | | |
| In accordance with the guidance published by the DfE any offer of employment made by Heywood Prep will be conditional upon verification of the successful applicant’s medical fitness for the role. If your application is successful, you will be required to complete a medical questionnaire. | | | | | | | | | | |
| **Section 9 – Criminal records** | | | | | | | | | | |
| An offer of employment is conditional upon Heywood Prep receiving a satisfactory Enhanced Disclosure from the DBS. If you are successful in your application you will be required to complete a Criminal Records Bureau Disclosure Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS.  Heywood Prep is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment.  The disclosure of a criminal record will not bar a person from being offered a position unless Heywood Prep considers that the conviction renders them unsuitable. In making this decision Heywood Prep will consider the nature of the offence, how long ago the offence was committed, the person’s age when the offence was committed and other factors which may be relevant. | | | | | | | | | | |
| Have you been convicted by the courts of any criminal offence? | | | | | |  | | | | |
| Is there any relevant court action pending against you? | | | | | |  | | | | |
| Have you ever received a caution, reprimand or final warning from the police? | | | | | |  | | | | |
| If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form. | | | | | | | | | | |
| **Section 10 – References**  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from the employer with whom you most recently worked with children. If you have never worked with children, the second reference should be from a previous employer or can be a character reference. Neither referee should be a relative or someone known to you solely as a friend. Heywood Prep will typically take up references from all shortlisted candidates before interview. | | | | | | | | | | |
|  | | **Referee 1** (current employer) | | | | | | **Referee 2** | | |
| Name: | |  | | | | | |  | | |
| Organisation: | |  | | | | | |  | | |
| Address: | |  | | | | | |  | | |
| Occupation: | |  | | | | | |  | | |
| Telephone number: | |  | | | | | |  | | |
| Email Address: | |  | | | | | |  | | |
| May we contact prior to interview? | |  | | | | | |  | | |
| **Section 11 – Recruitment** | | | | | | | | | | |
| It is Heywood Prep’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within Heywood Prep are subject to a probationary period. Heywood Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | | | | | | | | | | |
| **Section 12 – Declaration** | | | | | | | | | | |
| I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.  I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.  I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.  I consent to Heywood Prep processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. | | | | | | | | | | |
| Signature | |  | | | | | | | | |
| Date | |  | | | | | | | | |
| **CONNECTIONS** | | | | | | | | | | |
| Do you have any connection to the school, or any member of staff of the school or group? | | | | | |  | | | | |
| ADDITIONAL INFORMATION | | | | | | | | | | |
|  | | | | | | | | | | |