

**CONFIDENTIAL**

Hammersmith College Gliddon Road Hammersmith LONDON W14 9DH  
www.parayhouse.com

**APPLICATION FORM**

<b>POSITION APPLIED FOR:</b>	
<b>First Name:</b>	<b>Title:</b>
<b>Surname:</b>	
<b>Address:</b>	
<b>Post Code:</b>	<b>Tel No:</b>
<b>Mobile No:</b>	<b>Email:</b>
<b>NI Number</b>	

How would you like us to contact you about your application:      Email      Post

<b>Working in the UK</b>		
Are you eligible to work in the UK/EEA?	Yes	No
Do you require a work permit to work in the UK?	Yes	No

**Teachers Only:**

Teacher Ref No:	Date of Qualification:
Have you completed an induction year as a NQT?	Yes      No

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**Employment History:**

Starting with your most recent position, please list all previous employment (whether paid or unpaid) providing all of the requested detail. Please include periods of unemployment.

<b>Name and Address of Employer:</b>	<b>From:</b> <b>To:</b>	<b>Job Title:</b>
<b>Period of Notice:</b>	<b>Salary/Grade:</b>	<b>Reason for Leaving:</b>

Please give a brief summary of your duties and responsibilities in your current or most recent post:

**Previous Employment:**

<b>Name of Employer:</b> <b>Address:</b>	<b>From:</b>	<b>To:</b>
	<b>Job Title:</b>	
	<b>Salary/Grade:</b>	
<b>Reason for Leaving:</b>		
<b>Name of Employer:</b> <b>Address:</b>	<b>From:</b>	<b>To:</b>
	<b>Job Title:</b>	
	<b>Salary/Grade:</b>	
<b>Reason for Leaving:</b>		
<b>Name of Employer:</b>	<b>From:</b>	<b>To:</b>

<b>Address:</b>	<b>Job Title:</b>
	<b>Salary/Grade:</b>
<b>Reason for Leaving:</b>	
<b>Name of Employer:</b>	<b>From:</b> <span style="float: right;"><b>To:</b></span>
	<b>Job Title:</b>
	<b>Salary/Grade:</b>
<b>Reason for Leaving:</b>	

**Education:**

<b>Name of School/College</b>	<b>From</b>	<b>To</b>	<b>Qualification</b>	<b>Grade</b>

**Training and Development:**

Please give details of any qualifications or training that you have received which support your application.

<b>Name of College/University</b>	<b>From</b>	<b>To</b>	<b>Qualification/Grade</b>

**Professional Memberships/Qualifications:**

Please give details of any professional qualifications or memberships of professional institutes that you hold:

Name of Professional Body	Qualification Membership and Date

**Additional Information:**

1. Do you possess a current full driving licence?	Yes	No
2. Are you related to, or have a close personal relationship with any current employee or School Governor?	Yes	No
If yes please state their name and position:		
.....		
3. How many days sick leave have you had in the past three years? .....		

**Data Protection:**

The school processes personal, special category data and criminal records in accordance with our data protection policy and data protection laws.

I understand that providing misleading or false information may affect any recruitment decision made relating to me or if appointed may lead to disciplinary action or dismissal.

I authorise Parayhouse School to check the information supplied and hold all such information in both paper and electronic formats.

If you are successful in your application you will be asked to sign this declaration

**Signature:**

**Print name:**

**Date:**

## **Supporting Statement and Achievements**

*Please use the space provided to tell us how you meet the criteria for this post – you will find it useful to refer to the guidance notes to help you complete this part of the application form. We need to have this information in order to consider your application. Please attach a separate sheet if you require more space.*

**Referees:**

Please give details of two referees, one of whom must be your current or most recent employer and the other from a previous employer:

First Referee

Title and name of postholder:	
Name of organisation:	
Address and postcode:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview.

Yes  No

Second Referee

Title and name of postholder:	
Name of organisation:	
Address and postcode:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview.

The school may use internet searches including social media platforms to perform pre-employment checks on candidates in the course of recruitment. Where the school does this, it will act in accordance with its data protection and equal opportunities obligations.

**Disability:**

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment which has substantial long-term effects on their ability to carry out normal day to day activities and which has lasted, or is likely to last, more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.

**Do you have a disability you wish us to know about at this stage?**      Yes                      No

**If yes please let us know what access requirements you may have:**

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**Declaration of Offences:**

Before completing this form, please read the following notes carefully.

It is an offence for an individual to attempt to engage in regulated activity (working with children). As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions.

As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school is also required to carry out a DBS check in order to determine your suitability for the role.

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. The amendments to the Exceptions Order 1975 (2013) stipulates that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers and cannot be taken into account.

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).

**Yes**    **No**

If the answer is yes, please provide full details below:

<b>Details of offence(s)</b>	<b>Place and date of Judgement(s)</b>	<b>Sentences(s)</b>

## Declaration of Criminal Offences

Please read this carefully before completion. The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults. More information on The Disclosure & Barring Service can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

## Declaration

We do not exclude people who are related to, or have a close personal relationship with our employees or school governors. We will make sure that they do not take part in the selection for this post. Please make sure you read and sign/positively tick the declaration.

## Monitoring

This School has Equal Opportunities and Recruitment policies, which we ensure that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in the strictest confidence and will only be used for monitoring purposes.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may after appointment lead to disciplinary action, which could lead to my dismissal without notice.

Name (Please print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## What happens next:

Your completed application form will be used to decide whether or not you are invited for an interview or the next stage of the recruitment process. You will hear from us following the closing date if your application has been shortlisted.



## Guidance Notes

### How to complete your application

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

### What are selection criteria

Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited for an interview, or, the next stage of the selection process. The person specification should help you to match your skills, abilities and Knowledge against the selection criteria.

### Working in the UK

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.

### Current or most recent employment

We need you to provide us with you complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent at school/further education. In addition to the standard reference questions the employer/organisation will be asked about disciplinary offences relating to children, including "spent ones" and where the applicant has been the subject of any child protection concerns and details of these. For this three-year history please provide full postal addresses, including postcodes.

References will be taken up for short-listed candidates.

### Qualifications & Training

Please give details of your education, qualifications and training, starting with secondary school. If we have requested that you have a professional qualification for this job, you will need to provide us with the relevant original certificates/registration documents.

### Supporting statement and achievements

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements. Give examples of what you have done which prove your ability. If the person specification says, 'able to organise activities', you must do more than say, 'I am an organised person'. Give an example by describing something that you have done, which tells us about the skills you used and the steps that you took. You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

### Data Protection/retention

Please see our privacy notice for job applicants on our website [www.parayhouse.com](http://www.parayhouse.com)