

## **HOLMEWOOD HOUSE SCHOOL**

Langton Green, Tunbridge Wells, Kent, TN3 0EB

Telephone: 01892 860015 Web Site: www.holmewoodhouse.co.uk

**APPLICATION FOR EMPLOYMENT**

**PLEASE NOTE:**

1. If there are questions that are not relevant to your application please mark as N/A.

2. If you are using a paper version of the form and there is insufficient space for your answer please continue overleaf or on blank paper.

Once complete, please send with a short covering letter explaining why you are applying for the position together with any other information relevant to your application to: [recruitment@holmewoodhouse.co.uk](mailto:recruitment@holmewoodhouse.co.uk) or via post to Human Resources, Holmewood House School, Langton Green, Tunbridge Wells, Kent, TN3 0EB.

Please note all candidates applying for employment via email or via the online application form will be required to sign and date this form if invited to attend an interview.

**Commitment to safeguarding**

**Holmewood House is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position applied for:** | | | |
| **1. Personal details** | | | |
| Title : | Forename(s): | | Surname: |
| Address: | | Former name: (including maiden name) | |
| Postcode: | | Preferred Forename: | |
| How long have you lived at this address:  If less than 5 years please provide all previous addresses for past 5 years. | | | |
| Previous address: | | Previous address: | |
| Postcode: | | Postcode: | |
| Length of time at address: | | Length of time at address: | |

|  |
| --- |
| **2. Contact details**  Home telephone: ……………………. Email: ……………………………  Mobile telephone: ……………………  Work telephone: …………………….  May we contact you at home ( yes / no ) at work ( yes / no ) |

|  |  |
| --- | --- |
| **3. This section is for Teaching applicants only**  Do you have Qualified Teacher Status?  TRN Number………………………… | Y/N |
| Are you registered with the General Teaching Council for England? | Y/N |

|  |  |
| --- | --- |
| **4. Applicant details**  Do you have the right to work in the UK?  We will ask to see evidence of right to work if you are successfully shortlisted to interview stage. | Y/N |
| National Insurance number | [Insert here] |
| Do you require a visa to work in the UK | Y/N |
| Are you first aid trained? | Y/N |
| Do you have a current full UK driving licence? | Y/N |
| Do you have D1 on your licence? | Y/N |
| Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them. | Y/N  Details: |
| Are there any particular adjustments we need to make to enable you to attend an interview?  If Yes, please give details | Y/N  Details: |

# 5. Education and Training

**Secondary education**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | School(s) | Qualifications and grades obtained |
|  |  |  |  |

**Further education (college/university)**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Institution | Qualifications and grade/classification obtained |
|  |  |  |  |

**Professional development**

Please provide full details of membership(s) of professional bodies detailing whether gained through examination or experience.

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

**Courses (attended during the last 3 years)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Name of course (and award if gained) | Provider | Full time / Part time |
|  |  |  |  |  |

**Please capture here any other relevant professional experience and key skills**

**Outside leisure interests**

|  |
| --- |
|  |

**6. Employment history**

Please provide full details of all positions held including employment, self-employment and unpaid work.

Please start with your current or most recent employer and for each detail the reason for leaving employment.

**Details of current post:**

|  |  |
| --- | --- |
| Post: | From:  To: |
| Employer: | |
| Key responsibilities: | |
| Reason for leaving:  Notice period: | |

**Employment history continued**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Employer | Position held (including subject taught and at which level if applicable) | Reason for leaving |
|  |  |  |  |  |

**Please explain any gaps in employment if applicable:**

|  |
| --- |
|  |

**Current Salary**

|  |
| --- |
| £ |

|  |  |
| --- | --- |
| Salary (basic) if appropriate (Please indicate scale point if applicable) | Additional  (Please indicate additional responsibility points, London Allowance etc.) |
|  |  |
| Total salary |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **7. References**  Please provide at least **two professional referees**. One referee should be your current or most recent employer and all referees should hold senior positions within the organisation(s). Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. References will NOT be accepted from relatives or from referees writing solely in the capacity of friends. | | | |
| **Referee 1** | | **Referee 2** | |
| Name |  | Name |  |
| Address |  | Address |  |
| Position |  | Position |  |
| Tel No |  | Tel No |  |
| Email |  | Email |  |

Please continue on a separate sheet should you wish to add further reference details.

Please indicate if you are willing for us to seek information from your referees prior to interview.

**Yes / No**

**8. Application statement**

In this section please set out in detail below a statement in support of your application, which addresses the criteria outlined in the job description and any other key skills and qualities which are relevant to your application.

|  |
| --- |
| **If there is insufficient space on the paper application, please continue on a separate sheet if necessary giving page number and title heading.** |

|  |
| --- |
| **9. Data Protection**  The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.  We may check the information provided by you on this form with third parties. |

|  |
| --- |
| **10. Declaration**  As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and any other relevant factors. If necessary please submit the information requested in confidence, enclosing details in a separate sealed envelope; this will be seen and then destroyed. If you would like to discuss this beforehand, please telephone, in confidence the HR department for advice.  Please disclose any unspent convictions, cautions, reprimands or warnings. 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 for 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.  You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks. Please tick one box below:  I have nothing to declare  I enclose a confidential statement in a sealed envelope marked confidential  I declare that I have not been disqualified from working with children, I am not prohibited from working with children including *Disqualification under the Childcare Act 2006*, and I am not subject to any sanctions imposed by a regulatory body *(e.g. the General Teaching Council for England, or the Teaching Regulation Agency).*  I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal  Signature: ………………………………… Date: ……………………………………..  **All candidates applying for employment via email or via the online application form will be required to sign and date this form if invited to attend an interview.** |

Please let us know where you heard about this vacancy:

|  |  |
| --- | --- |
| Website (please name): |  |
| Publication (please name): |  |
| Other (please state): |  |