**A guide to completing the application form**

Please ensure that before you begin you have read the advertisement, job description and person specification.

It is vital that you use this application form to demonstrate how you meet the requirements of the role.

In order to improve your chances of being selected please use specific examples from your experience and relate them to the person specification, job description and any other information provided.

Important notes:

* We do not accept CVs
* Where possible please complete the form electronically
* Return the form to: recruitment@thegarden.hackney.sch.uk
* Should want to print, complete and post the application form please send your application to:

Office Manager

The Garden

Wordsworth Road

Hackney

N16 8BZ

* You may find it useful to make a copy of your complete application for your records
* Should your application be successful, we will contact your current employer for a reference before inviting you for interview. We will ask them about your professional conduct, absence levels and punctuality history. We are unlikely to offer employment to any applicant with high levels of absence or punctuality concerns
* **If you are unable to provide a completed 5 year employment history and/or education history, with information on any gaps in employment/education we are unable to consider your application for safeguarding purposes.**

Application Form

#

## Applicant Personal Information

|  |  |
| --- | --- |
| Full Name: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  |  | Post Code: |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |
| --- | --- |
| Position Applied for: |  |
| How did you hear of this post? |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you eligible to work in the UK | YES[ ]  | NO[ ]  |  Is this subject to work permit of visa? | YES[ ]  | NO[ ]  |

## Work History

Please include your employment history in chronological order, starting with the most recent employer.

Should your application be successful and you are invited for interview we will contact you current/most recent employer for a reference.

If you are successful following an interview we will contact all employers covering up to the last 5 years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates of employment****From – To** | **Organisation name & post code** | **Job role** | **Salary**  | **Contact name, position & email address** (must be a senior member of staff with authority to provide references) | **Reason for leaving** |
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When contacting employers for references we will ask for an absence and punctuality history for applicants. We may be unable to make offers of employment to applicants with a high level of absence and/or punctuality.

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| --- | --- | --- |
| **How many days off work have you had in the last 5 years?***(Please include specific dates if you can)* | Year  | Number of days off work  |
|  |  |
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| **How many occasions does this cover in the last 5 years?**  | Year | Number of Occasions |
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| **If you would like to provide any further information please do so here** |  |

## Education History

Please provide a history of your education starting with the most recent studies first. If you do not complete this application form to provide 5 years’ worth of employment history and/or education history then your application will automatically be rejected.

|  |  |  |
| --- | --- | --- |
| **Dates****From – to** | **Education level and grades (I.e. GCSE’s : Maths A, English, A)** | **School/College/University** |
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## Training and Professional Development

|  |  |  |
| --- | --- | --- |
| **Title/Description of training** | **Length** | **Date (mm/yy)** |
|  |  |  |
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## Gaps in Employment and Education History

If there are any periods of time that have not been accounted for in your application, for instance periods spent raising a family or of extended travel you MUST give details of them here with dates. Please ensure that there are no gaps in the history of your education employment and other experience. Failure to provide a full account will lead to your application being rejected.

|  |  |
| --- | --- |
| **Dates (From- to)** | **Activity** |
|  |  |
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## Reason for Applying

Please use the space below to demonstrate how you meet the requirements of the person specification, giving examples where appropriate. Please include further information about yourself that you feel is relevant. Continue on to next page if necessary.

<Insert reason for applying here>

## Rehabilitation of Offenders Act 1974

Because of the nature of the work which you are applying this post is exempt from the provision for Section 4 (2) of the Rehabilitation of Offenders Act 1974 in accordance with the Rehabilitation of Offenders Act 1974 (Exceptional) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Order 1986. Applicants are therefore not entitled to withhold information about convictions, cautions or bind over orders which for any other purposes are ‘spent’ under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information will be completely confidential. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence.

Please answer the following questions:

Have you ever been convicted of a criminal offence in the past?

Yes [ ]  No [ ]

|  |  |
| --- | --- |
| Signed  |  |
| Date  |  |

You will be asked to complete an enhanced DBS application, if you do not have an enhanced DBS certificate provided by Hackney Learning Trust or if you do not have an enhanced DBS registered to the update service with a certificate date within the last 3 years.

Please note, if you have lived outside of the UK in the last 5 years for 12 months or more, you will need to provide a certificate of good conduct from whichever country/countries you have resided in if your application is successful.

Have you previously used or do you currently use any other forenames or aliases?

Yes [ ]  No [ ]

|  |  |
| --- | --- |
| If yes please state names and dates used |  |
| **Name** | **Dates** |
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## Disclaimer and Signature

I have read and understood the information contained in this application form. I declare that all information provided in this application form is true and accurate to the best of my knowledge. I understand that omissions or incorrect or incomplete information will disqualify me, or if appointed, I may be dismissed. This declaration constitutes part of the terms of contract if I am appointed.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date: |  |

Note: If you email this form to us and do not sign it we will take the email itself as substitute for your signature.