**Application Form**

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| --- |
| **Please state position applied for:** |
| *We believe that the School has a legitimate legal basis in collecting the following information in order to fully consider your application to the School. The information you provide will be treated confidentially and kept securely. Please complete the application form in ink or type. Thank you.* |

**Personal Details**

|  |  |
| --- | --- |
| Surname (plus any former surnames) | Preferred Title  (eg Mr Mrs Miss Ms Dr) |
| Forename(s) | DfES Number, if Teacher |
| Address | |
| Tel No (Home)  Tel No (Mobile)  Email | Tel No (Work)  May we contact you at work? |
| Please declare any family or close relationships with existing employees or associates of College | How did you hear about this position? |

**Referees**

*Please complete both boxes. Referees should not be related to you. For those applicants who are working with or have worked with children, referees will be asked to comment about disciplinary offences relating to children, current or expired*.

|  |  |
| --- | --- |
| Referee 1 (from present or latest employer) | Referee 2 (preferably another employer) |
| Name | Name |
| Job Title | Job Title |
| Company | Company |
| Address | Address |
| Tel No  Email | Tel No  Email |

|  |  |
| --- | --- |
| May we approach  if called for interview? | May we approach  if called for interview? |

**Present or Most Recent Employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address | Position held with salary | Date appointed | Reason for leaving  (if applicable) |
|  |  |  |  |
| Date left or notice required: | | | |
| Write a brief description of your present (or most recent) duties and responsibilities: | | | |

**Previous Employment**

*Please show most recent employer first and* ***account for any gaps in your employment history***

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Position held | Main duties and responsibilities | Date appointed, date left and reasons for leaving |
|  |  |  |  |

**Education, Qualifications & Membership of Professional Associations**

*Please give details of your education and qualifications obtained. This includes any qualifications for which you are studying now. At interview, you will be required to prove you have obtained these qualifications*.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school, college, university or professional association | Name of course | Dates | Qualifications and grades achieved |
|  |  |  |  |

**Training**

*Please give details of any training programme you have followed. Include any on-the-job training as well as formal training courses. There is no need to mention courses listed in the section above*.

|  |  |
| --- | --- |
| Title of training programme/course and brief description | Dates (approx) started/completed |
|  |  |

**Relevant Skills and Competencies**

*Please add below details of any special skills, experience or qualification which make you particularly suited to this post. These may have been gained from your work experience or any voluntary or community work or any other organisation you have been involved with. Please ensure that the information you provide demonstrates all the qualities detailed in the description of this job*.

|  |
| --- |
| Or simply attach a separate sheet |

**Declarations**

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared.

Please attach, in a sealed envelope marked confidential, any information pertaining to the above.

I declare that the information that I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application.

I can confirm that I am not included on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body.

I confirm that I have read the School’s Staff Privacy Notice and that I understand how my personal information will be processed.

I consent to you approaching the referees stated on this form should it become necessary.

Signed: …………………………………………………. Date:………………………………

**Please return your completed form to:**

Mrs Lucy Condon, HR Manager, Harrogate Ladies’ College,

Clarence Drive, Harrogate HG1 2QG

Tel 01423 504543 Fax 01423 568893

Email recruitment@hlc.org.uk www.hlc.org.uk