**APPLICATION FORM**

This form is available electronically on the School website ([www.hamptonschool.org.uk](http://www.hamptonschool.org.uk) or [www.hamptonprep.co.uk](http://www.hamptonprep.co.uk)). The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment, Selection and Disclosure Policy and Procedure. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. Please note that in order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. This form must be completed, signed and submitted via the Hampton School website or emailed to recruitment@hamptonschool.org.uk

**Hampton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors and volunteers to share this commitment.**

|  |  |
| --- | --- |
| **Position applied for:** |  |

**Personal details**

|  |  |
| --- | --- |
| Title (Mr, Mrs, Miss, Ms, Dr, Other) |  |
| Full Name (please underline the names by which you like to be known) |  |
| Current Surname  |  |
| Former Surname/s (e.g. maiden name) and dates used |  |
| Current Address (this will be used for correspondence) |  |
| Previous Address(es) (if resident at current address for less than five year please provide any previous addresses during this period and dates) |  |
| Email address |  |
| Telephone: Home |  |
| Telephone: Work |  |
| Telephone: Mobile |  |
| National Insurance number |  |
| Do you have Qualified Teacher Status? |  **YES**  | **NO** |
| DfE seven digit reference number |  |
| Are you an NQT/ECT (Early Career Teacher? |  **YES**  | **NO** |

**Right to work in the UK**

|  |  |  |
| --- | --- | --- |
| Are you legally eligible for permanent employment in the UK?  |  **YES**  | **NO**  |
| If YES, but you are not a UK citizen please provide details of the basis of your right to work in the UK |  |
| Do you require a work permit to work in the UK? (We may be able to sponsor eligible candidates)  |  **YES**  | **NO** |

**Overseas History**

|  |  |  |
| --- | --- | --- |
| Have you lived or worked overseas for a continuous period of 3 months or more in the last 10 years?  |  **YES**  | **NO** |
| If yes, please indicate the country or countries and the period(s) in each. |

**Details of all Academic and Educational Establishments Attended:**

|  |  |  |  |
| --- | --- | --- | --- |
| Names of school/college/university | Dates AttendedFrom and To (month and year) | Subject and Awarding Body | Result/Grade/Class (if appropriate) |
|  | From: |  |  |
| To: |
|  | From:  |  |  |
| To: |
|  | From: |  |  |
| To: |
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| To: |
|  | From: |  |
| To: |

**Other vocational Qualifications, skills or training**

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

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| --- | --- |
| Name of vocational qualifications, skills or training | Date completed |
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**Co-curricular activities offered:**

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| --- | --- |
| Activity | Interest, experience and qualification in this activity |
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|  |  |
|  |  |
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**Employment History**

|  |  |
| --- | --- |
| Current/most recent job title: |  |
| Current / most recent employer: |  |
| Current / most recent employer's address: |
| Date started: | Date employment ended(if applicable): |
| Main duties and responsibilities: |
| Reason for seeking other employment: | Please state when you would be available to take up employment if offered the post: |

**Employment History continued**

Please supply a full history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education.

**Please provide explanations for any periods not in employment, self-employment or further education/training e.g. looking after children, sabbatical year, please give details and dates.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer (including full address)** | **Job Title/ Position** (Please also state full or part time) | **Main Duties and Responsibilities** | **Employment dates****(Month and Year)** | **Reason for Leaving**  |
|  |  |  | From: |  |
| To: |
|  |  |  | From: |  |
| To: |
|  |  |  | From: |  |
| To: |
|  |  |  | From: |  |
| To: |
|  |  |  | From: |  |
| To: |

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

**Personal Statement**

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Please describe how your personal qualities and the experience and skills you have gained in other jobs or similar environments demonstrate your ability and aptitude to undertake the duties of the post and meet the requirements within the job description and person specification. Continue on a separate sheet if necessary.

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**Existing contacts with the School**

Please indicate if you have an existing relationship with the School (i.e. volunteer, parent, etc) or know any existing employees or governors at the School and if so how you know them.

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**Referees**

The School policy is to take up references on all shortlisted candidates before interview.

**Please provide at least two referees. One referee should be your current or most recent employer/Headteacher.** 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. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.**

In addition, the School may seek references from other previous employers, including any overseas.

If the School receives a basic reference i.e. one which contains only limited information about you, additional information or supplementary references may be sought.

The School may contact referees for verification purposes.

(Please give name, address, contact telephone number and e mail address)

|  |
| --- |
| **Name: Position:****School/Company Name:****Address:****Contact Number:****Email:** **May we contact prior to interview YES NO** |
| **Name: Position:****School/Company Name:****Address:****Contact Number:****Email:** **May we contact prior to interview YES NO** |
| **Name: Position:****School/Company Name:****Address:****Contact Number:****Email:** **May we contact prior to interview YES NO** |

**General**

|  |  |
| --- | --- |
| Please tell us how you heard about this vacancy? | Hampton School website TES online TES magazine ETeachOther Job board/online publication *(please specify):*Other i.e. uni, friend *(please specify):* |

Prohibition from teaching, prohibition from management and disqualification from providing childcare

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| --- |
| The School is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:* planning and preparing lessons and courses for pupils;
* delivering lessons to pupils;
* assessing the development, progress and attainment of pupils; and
* reporting on the development, progress and attainment of pupils.

The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head. The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:* Head;
* teaching posts on the senior leadership team;
* teaching posts which carry a departmental head role;
* teaching posts which carry a pastoral head role; and
* support staff posts on the senior leadership team.

The School is also not permitted to employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'. For these purposes 'childcare' includes:* all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and
* provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day.

Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes. The declaration Section of this form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and/or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if it is not relevant to the role applied for. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact the Hampton School HR department before completing and submitting this form.The School will also carry out its own checks to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. Successful applicants for 'childcare' roles will be required to complete a childcare disqualification self-declaration form. |

**Declaration**

This post will involve regular contact with children and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are, therefore, required to disclose all convictions, cautions, and bind overs, including those required as ‘spent’, and declare as follows: (***Delete/cross out one paragraph, as appropriate)***

* I have no convictions, cautions or bind-overs, including any that are regarded as ‘spent’ that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended

**OR**

* \* I have sent details of convictions, cautions or bind-overs, which include those regarded as ‘spent’ that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended to recruitment@hamptonschool.org.uk marked ‘Strictly Private & Confidential – For the Attention of the Head of HR’.

**AND**

1. I confirm that the information I have given on this application form is true and correct to the best of my knowledge
2. I have read the Hampton School Recruitment, Selection and Disclosure Policy & Procedure
3. I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children
4. I confirm that I am not prohibited from carrying out 'teaching work' ⬜

 (You are not required to tick this box if the role for which you are applying does not involve 'teaching work')

1. I confirm that I am not prohibited from being involved in the management of an independent school ⬜

(You are not required to tick this box if the role for which you are applying is not a management role)

1. I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight ⬜

(You are not required to tick this box if the role for which you are applying does not involve the provision of 'childcare')

1. I understand that if I have lived outside of the UK for a period of three months or longer within the last ten years, I must provide the School with a Police Certificate of Good Conduct from the country/ies prior to commencing employment
2. I understand that if I am applying for a position which involve "teaching work" and I have carried out teaching work outside the UK, I must provide the School with a “letter of professional standing from the professional regulating authority of the teaching profession” in each country in which I have worked as a teacher
3. I understand that providing false information is an offence and could result in this application being rejected, or (if false information comes to light after my appointment) summary dismissal and possible referral to the police
4. I understand that if called for interview I will provide a valid Enhanced Disclosure from the DBS, or consent to an Enhanced DBS application being processed by the School
5. I understand my qualifications will be checked once an offer has been made and I shall be required to show, and have copied, original certificates
6. I consent to the School making direct contact with the people specified as my referees to verify the reference
7. I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

**Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the above declaration.

**Please submit the completed Application Form electronically via the Hampton School website or email to** **recruitment@hamptonschool.org.uk****.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All candidates must read the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure(which includes the School's 'Policy on the recruitment of ex-offenders') and the [Safeguarding Policy](https://intranet.stpaulsschool.org.uk/resource.aspx?id=395219), the Data Protection Policy and Privacy notice before applying for any position at Hampton School. These policies can be found on the Hampton School website [www.hamptonschool.org.uk](http://www.hamptonschool.org.uk)

**Equal Opportunities**

It is the policy of Hampton School to employ the best qualified personnel and to eradicate unlawful discrimination, including, but not limited to, race, religion or belief, marital/civil partnership status, sex, sexual orientation, age, pregnancy, maternity, gender reassignment, or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices. The School will make reasonable adjustments to accommodate disabilities of both successful applicants and prospective applicants. All new appointments are subject to a probationary period.

Please advise the School HR department should you require any reasonable adjustments or access arrangements to attend interview.

We may check the information provided by you on this application form with third parties.

*~~\*~~ certain convictions and cautions are 'protected' and are not subject to disclosure to 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:* [*https://www.gov.uk/government/publications/dbs-filtering-guidance*](https://www.gov.uk/government/publications/dbs-filtering-guidance)