

**Hawkley Hall High School**

*“An outstanding school providing an excellent quality of education and care for its students” Ofsted.*

**JOB APPLICATION FORM FOR TEACHING POSTS IN SCHOOLS**

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

*HAWKLEY HALL HIGH SCHOOL*

*CARR LANE, WIGAN, WN3 5NY*

***TELEPHONE:*** *01942 204640*

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***EMAIL:****jobs@hhhs.net*

1. **POST APPLIED FOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Applied For:**  |  | **Ref No:** |  |
| **School:** | Hawkley Hall High School |  |  |
| **As advertised in:** |  | **On date:** |  |

**2. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME:** |  | **FORENAME:** |  |
| **TITLE:** |  | **Date of Birth:****(Optional)** |  |
| **Address:** |  |
|  |   |
| **POSTCODE:** |  |
| **Telephone No:** |  | **Work No:** |  |
| **Email:** |  | **DfE No:** |  |

**3. CURRENT POST**

|  |  |
| --- | --- |
| **SCHOOL/ SERVICE:** |  |
| **LOCAL EDUCATION AUTHORITY:** |  |
| **JOB TITLE:** |  |
| **DATE OF APPOINTMENT:** |  | **SALARY:** |  |
| **TLR/RECRUITMENT AND RETENTION ALLOWANCE (Please specify as applicable):** |
|  |
| **MAIN DUTIES AND RESPONSIBILITIES** |
|  |

**4. PREVIOUS TEACHING EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School Authority, type of school and number on roll** | **Dates of employment**  | **Post(s) held indicating salary points/allowances** | **Reasons for leaving** |
|  | **From**  | **To** |  |  |
|  |  |  |  |  |

**5. OTHER RELEVANT WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post**  | **Dates** | **Employer** | **Grade/Salary** | **Reason for Leaving** |
|  | **From** | **To** |  |  |  |
|  |  |  |  |  |  |

**6. GENERAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **From** | **To** | **Qualifications – Grades, awarding bodies and dates** |
|  |  |  |  |

**7. FURTHER AND HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University** | **From**  | **To** | **Qualifications – Grades, awarding bodies & dates** |
|  |  |  |  |

**8. ANY OTHER RELEVANT QUALIFICATIONS**

**Please give details of any other relevant qualifications you have for this post.**

|  |
| --- |
|  |

**9. ADDITIONAL INFORMATION**

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| --- |
| 1. Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? If yes, please state relationship.
 |
|  |
| 1. Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? YES/NO.

If yes, please give details, including dates, post held and employer.  |
|  |
| 1. Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? YES/NO

If yes, please give details of dates and resources.  |
|  |
| 1. Do you hold a current and valid driving licence? YES/NO

Please state category…………………………1. Do you have a disability? YES/NO

If so, reasonable adjustments would be made for the interview process. |
|  |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES/NO Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES/NO |
|  |
| In line with Keeping Children Safe in Education, Hawkley Hall High School will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process. The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application. To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below: * Facebook
* Instagram
* Twitter
* LinkedIn
* TikTok
* YouTube
 |

**10. STATEMENT IN SUPPORT OF APPLICATION**

Please attach a supporting statement, indicating any matters which you feel may be relevant to this application. Please head additional documentation with your name and post applied for.

**11. REFERENCES**

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer**. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

|  |  |
| --- | --- |
| **REFEREE 1** | **REFEREE 2** |
|  |  |
| **TELEPHONE NO:** |  | **TELEPHONE NO:** |  |
| **EMAIL:** |  | **EMAIL:** |  |
| **Reference Type:**(Please circle) | Employer | Education | Character  | **Reference Type:**(Please circle) | Employer | Education | Character |
| Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. |

**12. FURTHER INFORMATION FOR CANDIDATES**

1. In the interests of the protection of children, all teaching posts are subject to enhanced criminal record and other relevant disclosures through the Criminal Records Bureau (CRB). A criminal record will not necessarily prevent you from obtaining a position.
2. Please note that it is the policy of the Trust and the Governing Body to preclude employment of persons over the age of 65.
3. You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
4. Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

**13. DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Criminal Records Bureau Disclosure to satisfactory medical clearance and the provision of documentary evidence (e.g., NI Number) that shows I am entitled to work in the U.K.

Signature:………………………………………………………………………… Date:…………………