





LEISURE INTERESTS	

REFERENCES		
Please give the details of 2 referees who will be contacted should you be invited to interview and accept. (If you are currently employed in a school, one referee <b>must</b> be your present employer).		
1	Name:	Role:
	Address:	Day time telephone:
		Mobile:
		Organisation email:
2	Name:	Role:
	Address:	Day time telephone:
		Mobile:
		Organisation email:
If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.		

<b>Health</b>	If you are successful in this application your appointment to this post will be subject to medical clearance.
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<b>Where did you see this vacancy?</b>
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<b>Are you a relative or partner of any employee, trustee or governor within the trust?</b>	Yes / No
<b>If you lobby trust members, governors or employees of the school either directly or indirectly, in connection with your application you will be disqualified.</b>	

Has someone else completed this form on your behalf?	Yes / No
<b>If yes, please provide the person's name and an explanation:</b>	

I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct. I understand that any subsequent contract of employment with the Harpenden Secondary Education Trust will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.
Signature:
Date:

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:
<ul style="list-style-type: none"> <li>You have given us your consent</li> <li>We must process it to comply with our legal obligations</li> <li>We need to process it for our legitimate interests</li> </ul>
You'll find more information on our legitimate interests and how we use your personal data in our <a href="#">Data Protection Policy</a> .

## Person Specification Form

<b>Name:</b>	
<b>Job Title:</b>	

Text boxes will expand as you type. Please use the job description and person specification to complete this part of the application form.

### **EXPERIENCE**

### **KNOWLEDGE, SKILLS AND ABILITIES**

### **SAFEGUARDING**

Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school.

Signed :

Date:



## Monitoring Equality and Diversity in Employment

This section of the application form will be detached from your application form and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

Harpenden Secondary Education Trust recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We have an Equal Opportunities Policy which aims to make sure that we treat everyone fairly.

To help us monitor this Policy, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

<b>SECTION A</b>		
<b>Your full name:</b>	<b>Title:</b>	<b>Date of Birth:</b>
<b>Gender: (please specify)</b>	<b>National Insurance Number:</b>	
<b>Other names you have been known by:</b>		
<b>Please state where you saw this post advertised:</b>		

<b>SECTION B</b>							
<b>a) Ethnic Classification</b> Which of the following groups do you feel best describes your ethnic origin?							
<b>Asian/Asian British</b>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other Asian background Please specify
<b>Black/Black British</b>	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>	Please specify background
<b>Chinese or other Ethnic</b>	Chinese	<input type="checkbox"/>	Any other Ethnic group			<input type="checkbox"/>	Please specify Ethnic Group
<b>Mixed</b>	White and Black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Other Mixed background Please specify
<b>White</b>	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Any other Mixed background	<input type="checkbox"/>	Please specify background
<b>b) Disability</b> The Disability Discrimination Act defines disability as 'a physical or mental impairment which has a substantial and long term effect on the person's ability to carry out day to day activities'.							
<b>Do you consider yourself to have a disability under the Disability Discrimination Act 1995?</b> (Please select Yes/No as appropriate)						<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>c) Sexual Orientation:</b> Which of the following do you feel best describes your sexual orientation?							
<b>Lesbian</b>	<input type="checkbox"/>	<b>Gay Man</b>	<input type="checkbox"/>	<b>Bisexual</b>	<input type="checkbox"/>	<b>Heterosexual</b>	<input type="checkbox"/>
<b>d) Religion/Faith/Belief:</b> Which of the following groups do you feel best describes your religion/faith/belief?							
<b>Buddhist</b>	<input type="checkbox"/>	<b>Christian</b>	<input type="checkbox"/>	<b>Hindu</b>	<input type="checkbox"/>	<b>Jewish</b>	<input type="checkbox"/>
<b>Muslim</b>	<input type="checkbox"/>	<b>Sikh</b>	<input type="checkbox"/>	<b>No Religion</b>	<input type="checkbox"/>	<b>Other</b> please specify	



## Declaration of Criminal Record - DBS Posts

As stated at the application stage, the post you are applying for is exempt from rehabilitation of offenders act 1974 and therefore you are required to declare any unspent convictions, spent convictions, pending charges, current Police investigations, bind overs warnings, cautions or reprimands. For more information about the 'Rehabilitation of Offenders Act 1974" please visit [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or [www.crb.gov.uk](http://www.crb.gov.uk)

<b>Name:</b>	
<b>Post title:</b>	

<b>Details and Dates</b> <i>(Please write nil if non declared)</i>
If you have declared any information that we believe to have a bearing on the requirements of the post, we may discuss the matter with you at the interview.  If we do not raise this record with you it is because we have taken the view that it should not be taken into account in deciding your suitability for the post at this stage.
At recommendation stage we will process a DBS Disclosure prior to formal offer. If the DBS is returned with a trace disclosure the following will occur: You will be contacted to discuss your convictions at this stage.
Only relevant convictions and other information will be taken into account so disclosure will not automatically result in a bar to obtaining this position.
<b>Failure to declare a conviction that is later confirmed through the DBS procedure may result in your application not being pursued.</b>

<b>Signed:</b>	
<b>Date:</b>	

Assurance is given that this information will be treated confidentially and that personal information is obtained and processed fairly and lawfully; is only disclosed in appropriate circumstances; is accurate, relevant and not held longer than necessary and is kept securely.

When fully completed, please return the form by email to [recruitment@kwschool.co.uk](mailto:recruitment@kwschool.co.uk)