*CONFIDENTIAL*

### HAMMERSMITH ACADEMY

### APPLICATION FORM FOR NON-TEACHING POST

**Please complete all sections. Incomplete forms may be returned.**

|  |
| --- |
| **Post Applied For:**  |
| **How did you hear of this job?** |

##### 1. Personal Details

|  |  |
| --- | --- |
| **Title:** | **Surname:** |
| **Forename(s):** |
| **Address:** |
| **Daytime Tel No.:** | **Evening Tel No.:** |
| **Email:** | **Mobile No.:** |
| **N.I. No.:** |
| **Are you in receipt of an Occupational Pension?** |
| **Do you hold a Full UK Driving Licence?** |

## 2. Education and/or Training and Qualifications

Please provide details of your education and/or training and qualifications gained from secondary school onwards:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Qualification** | **School/College/University** | **Grade** |
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#### 3. Employment History

*Please continue on a separate sheet if necessary.*

* ***Please write in Chronological order (please include start and end date)***

***Please explain any periods of unemployment***

|  |  |  |
| --- | --- | --- |
| Organisation |  |  |
| Title of Post: |  |  |
| Dates of Employment  | Start Date: | End Date |
| Salary incl. allowances | £ |
| Reason for Leaving |  |  |

|  |  |  |
| --- | --- | --- |
| Organisation |  |  |
| Title of Post: |  |  |
| Dates of Employment  | Start Date: | End Date |
| Salary incl. allowances | £ |
| Reason for Leaving |  |  |

|  |  |  |
| --- | --- | --- |
| Organisation |  |  |
| Title of Post: |  |  |
| Dates of Employment  | Start Date: | End Date |
| Salary incl. allowances | £ |
| Reason for Leaving |  |  |

|  |  |  |
| --- | --- | --- |
| Organisation |  |  |
| Title of Post: |  |  |
| Dates of Employment  | Start Date: | End Date |
| Salary incl. allowances | £ |
| Reason for Leaving |  |  |

|  |  |  |
| --- | --- | --- |
| Organisation |  |  |
| Title of Post: |  |  |
| Dates of Employment  | Start Date: | End Date |
| Salary incl. allowances | £ |
| Reason for Leaving |  |  |

|  |  |  |
| --- | --- | --- |
| Organisation |  |  |
| Title of Post: |  |  |
| Dates of Employment  | Start Date: | End Date |
| Salary incl. allowances | £ |
| Reason for Leaving |  |  |

**4. Relevant Courses attended during the last three years**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Organised by** | **Dates** | **Duration** |
|  |  |  |  |
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**5. Supporting Statement**

With reference to the **Job Description** and **Person Specification**, write a supporting statement to show your skills, attributes and abilities for the position you are applying for within Hammersmith Academy (no more than 2 x A4 sides - min 10pt font). This statement should include the following points:

1. How your education or experience has helped you to fulfill the requirements of the person specification
2. Any other information that may be relevant to the position or to supporting the wider work that takes place in the academy.

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**6. References**

Please give the name, address and status of two referees who can support your application and who have agreed to their names being used. One of the referees should be your present or most recent employer and, if you are in education, one should be the Head of your current school or college.

1.

|  |  |  |
| --- | --- | --- |
| Name |  | Tel |
| Address |  | Email |
| Occupation |  | Fax |
| Relationship to referee |  |  |
| May reference be taken up prior to interview? | **YES / NO** |

2.

|  |  |  |
| --- | --- | --- |
| Name |  | Tel |
| Address |  | Email |
| Occupation |  | Fax |
| May reference be taken up prior to interview? | **YES / NO** |

**7. Protection of Children**

*Hammersmith Academy is committed to promoting and safeguarding the welfare of its students. Appointments are subject to a satisfactory enhanced DBS from the Disclosure Barring Service and satisfactory references. If you have lived or worked abroad for a period of 6 months or more during the past 5 years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.*

**All Candidates are required to complete the separate Self Disclosure form and then return it in a sealed envelope. These will only be opened if a candidate is shortlisted and will otherwise be destroyed.**

**If you are submitting your application electronically, please send the self-disclosure form electronically. The form can be found at the following:** [**http://www.hammersmithacademy.org/staff-vacancies/**](http://www.hammersmithacademy.org/staff-vacancies/)

**8. Nationality / Work Status Details**

|  |  |
| --- | --- |
| Do you have the right to work in the UK? | YES / NO |
| If *Yes*, please describe any current restrictions on your stay or on your right to work in the UK. (Please state ‘none’ if appropriate). |  |

**9. Declaration**

Please declare any family or close relationships to existing students, employees, employers (including governors).

|  |
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|  |

**I declare** I do not have any family or close relationship to existing employees.

**I declare** that I am not disqualified from working with children or on the ISA Barred List or subject to sanctions imposed by a regulatory body e.g. the Teaching Agency.

**I declare** that the information given on this form may be used and retained for registered purposes under the Data Protection Act, 1984. This will include using the information for the purpose of selection for the post in which it applies, making appropriate checks and such information will be made available to all persons involved in the selection process. I have also understood and complied with the provision concerning the disclosure of criminal convictions.

**I declare** that that all the information is true and that nothing relevant has been omitted.

**I Understand** that providing false information is an offence and could result in my application being rejected or summary dismissal if the applicant has been selected, and possibly referred to the police.

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

**PLEASE SUBMIT YOUR APPLICATION BY EMAIL TO:** **hr@hammersmithacademy.org**

**If you have any queries about the application process please email our HR Manager at the above email address.**

Equal Opportunities Monitoring

**THIS INFORMATION WILL NOT BE USED FOR ASSESSMENT PURPOSES**

 In accordance with equal opportunities policy Hammersmith Academy will provide equal opportunities to all candidates. In order to enable us to ensure our compliance with this policy, we would be grateful if you would complete the following for monitoring purposes.

Please tick as appropriate:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Age** | **16-18** |  | **19-35** |  | **36-49** |  | **50-59** |  | **60-65** |  | **Over 65** |  |

**Gender:** M / F *(Please circle)*

|  |
| --- |
| **Disabilities:**Do you consider yourself to be disabled? **Yes** / **No** |
| If **Yes** please provide details: |
| If invited for interview will you require us to make any special arrangements? **Yes / No** |

**Ethnic Origin:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Asian or Asian British** |  | **Black or Black British** |  | **Mixed** |  | **White** |
| Indian |  |  | Caribbean |  |  | White & Black Caribbean |  |  | British |  |
| Pakistani |  |  | African |  |  | White & Black African |  |  | Irish |  |
| Bangladeshi |  |  | Any other Black Background |  |  | White & Asian |  |  | Any other White Background |  |
| Any other Asian Background |  |  |  |  |  | Any other Mixed Background |  |  |  |  |

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| --- |
| **Other Ethnic Group (Please specify)** |
|  |

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| --- |
| **Religion** |
|  |