

**Holland House School**

**APPLICATION FORM**

**Please return this form with a covering letter outlining your suitability for the position in support of your application. A Curriculum Vitae may be attached if it is felt that this will give a more balanced picture of your qualifications and career but must not replace the covering letter or application form.**

**Holland House is committed to the principle of equal opportunities for all and seeks to ensure that no employee or potential employee will receive any less favourable treatment on the grounds of race, disability, gender, marital status, age or religious beliefs.**

**Holland House is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check unless we already have a recent one on file.**

**IT IS AN OFFENCE TO APPLY FOR THE ROLE IF THE APPLICANT IS BARRED FROM ENGAGING IN REGULATED ACTIVITY RELEVANT TO CHILDREN.**

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| **Position applied for:** | | |
| **1. Personal details** | | |
| Title: | Forename(s): | Family Name: |
| Address: | | Former name: (including maiden name) |
| Postcode: | | Preferred name: |
| Date of Birth: (optional)\* | | Nationality: |
| How long have you lived at this address:  If less than 5 years please provide all previous addresses for past 5 years. | | |
| Previous address | | Previous address: |
| Postcode: | | Postcode: |
| Length of time at address: | | Length of time at address: |

\*DOB is optional but is included to facilitate early initial safeguarding vetting

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| **Contact details**  Home telephone: Email:  Mobile telephone:  Work telephone: |
| **Outside Interests**: |
| **2. General** |
| Are you currently eligible for employment in the UK? Yes No  Do you have Qualified Teacher Status? Yes No  Teacher’s reference number (if applicable) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  National Insurance Number  Do you have a current full UK driving licence Yes No  Please provide full details of membership of any professional bodies to which you belong: |

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| **3. Education and Qualifications** | | | |
| School/College/University | Dates of attendance | Qualifications obtained with grades |
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| **4. Employment details** | | |
| Please give details of all employment since leaving full-time education, starting with your current employer. Please note, there must be no unaccounted gaps (please see no.5). | | |
| Employer (name and address) | Date started | Date of leaving |
| Job title and key responsibilities  Reason for leaving | | |
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| Job title and key responsibilities  Reason for leaving | | |

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| **5. Gaps in Employment** |
| If there are any gaps in your employment history, (eg. looking after children, sabbatical year) please give details and dates. |
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| **6**. **Personal Statement** |
| Please outline how you meet the requirements set out in the job description and person specification through your experience to date. How do your skills and experience contribute to the strength of your application? Continue on a separate sheet if necessary. |
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| **7. Further Information** |
| Please list any other relevant qualifications (other than GCSEs and A Levels) and details of any training courses attained in the last five years starting with the most recent: |
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| 1. **References** | |
| Please supply names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend.  If the school receives a factual reference, ie. one which contains only limited information about you, additional references may be sought.  If you have previously worked overseas, the School may take up references from your overseas employers. The school may also telephone your referees in order to verify the reference they have provided. | |
| Name:  Position:  Organisation:  Address:  Tel:  Email:  Relationship:  May we contact prior to interview?  **Yes** **No** | Name:  Position:  Organisation:  Address:  Tel:  Email:  Relationship:  May we contact prior to interview?  **Yes** **No** |

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| **9. Data Protection** |
| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be used in a confidential manner to help with our recruitment process.  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.  We may check the information provided by you on this form with third parties.  By signing the application form you consent to the processing of sensitive personal data. |

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| I declare that the information I have given in this application form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal. |
| Signature: Date: |

**Please find a link to our Safeguarding Policy:** [**www.hollandhouse.org.uk/schoolpolicies**](http://www.hollandhouse.org.uk/schoolpolicies)

**The attached Equal Opportunities Monitoring form must be completed and returned with your application.**

**If there is insufficient space on the form then please add a continuation sheet/s and cross reference to section number.**

**Internal use only**

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| Candidate’s name |
| Position applied for |
| Interviewed by  Date |
| ID Check – Documents supplied |
| Qualification Check – Documents supplied |