

please affix
passport photograph

Hornsby House School
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HORNSBY HOUSE SCHOOL

NON TEACHING STAFF

APPLICATION FORM

POSITION APPLIED FOR:

1. PERSONAL DETAILS

Surname..... Title.....

First Names..... (Any former surnames).....

Address.....

.....

..... Postcode.....

Marital Status.....Email address.....

Home telephone.....Work telephone.....

Date of Birth.....

National Insurance Number.....

2. EDUCATION AND TRAINING (Include any relevant courses you may have attended).

Establishment attended	Full or part time	Qualifications	Dates Attended	
			From	To

3. DETAILS OF PRESENT POSITION, SALARY AND SCALE

Full details of present post.....

Address.....

Notice required..... Gross Salary.....

4. EMPLOYMENT RECORD (Please enter in reverse chronological order)

Employment/Experience	Responsibilities	Dates	
		From	To

5. INTERESTS AND HOBBIES Please list interests and Hobbies

.....
.....

6. ADVERTISEMENT

Please state where you learned of this vacancy.....

7. MEDICAL HISTORY

How many days sickness have you had in the last 2 years? (Exclude maternity leave)

.....

Please provide any details you feel are relevant.....

.....

Are you aware of any disability, on-going medical condition or treatment that we should be aware of? Yes/No

Please give brief details of any disability and any reasonable adjustment you anticipate we would need to make.

.....

.....

8. REFERENCES

Please nominate up to two referees. References are not accepted from relatives or people writing solely in the capacity of friends. Ideally one referee should be able to comment on your suitability to work with children. If you are in employment, one referee should be your present employer.

1. Name..... Designation.....

Address.....

..... Tel:.....

2. Name..... Designation.....

Address.....

..... Tel:.....

We reserve the right to take up references with any previous employer.

Notes: If any of your referees knew you by another name, please write that name in the space below.

.....

9. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

The Governors are obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

REHABILITATION OF OFFENDERS ACT 1974

(You must declare all convictions that you have, including motoring offences and all convictions that have been 'spent'. The post is exempt from the Rehabilitation of Offenders Act 1974.)

If you have no convictions, simply enter 'Nil'. If you have been convicted of a criminal offence, the details must be listed below, together with any pending convictions. Please list also any pending criminal actions or court hearings against you.

Date of conviction/pending hearing	Offence	Sentence

CRIMINAL RECORDS BUREAU

In the event of a successful application a Disclosure will be sought from the Criminal Records Bureau in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment. Please sign here if you agree that the appropriate enquiry might be made.

Signature.....

10. DATA PROTECTION ACT 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems in accordance with the Data Protection Act 1998.

Signature.....

Date.....

11. DECLARATION

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment, then your name will be withdrawn from the list of candidates. If such a discovery is made after you have been appointed then you will be liable to be dismissed.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose information to the panel which may affect working with children or vulnerable adults.

Signed.....

Date.....

12. ASYLUM AND IMMIGRATION ACT 1996

In accordance with the Asylum and Immigration Act 1996, the Governing Body will require new members of staff to provide documentary evidence that they are legally entitled to live and work in the United Kingdom. Upon taking a post candidates should provide one of the official documents listed in the list below.

Asylum and Immigration Act 1996: Upon taking a post applicants should provide one of the following from the list of official documents:

- a) A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment service (or their Northern Ireland equivalents), showing your name and National Insurance Number. This could be a P45, a pay slip, a P60, a National Insurance card or a letter issued by one of the Government bodies concerned.
- b) A passport describing you as a British citizen or as having the right of abode in or an entitlement to readmission to the United Kingdom.
- c) A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that you have the right of abode in the United Kingdom.
- d) A certificate of registration or naturalisation as a British citizen.
- e) A birth certificate issued in the United Kingdom or in the Republic of Ireland.
- f) A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which describes you as a national of that state.
- g) A passport or other travel document endorsed to show that you are exempt from immigration control, have indefinite leave to enter, or remain in, the United Kingdom or have no time limit on your stay; or a letter issued by the Home Office confirming that you have such status.
- h) A passport or other travel document endorsed to show that you have current leave to enter or remain in the United Kingdom and are not precluded from taking the employment in question; or a letter issued by the Home Office confirming that this is the case.
- i) A United Kingdom residence permit issued to you as a national of a State which is a party to the European Economic Area Agreement.
- j) A passport or other travel document endorsed to show that you have a current right of residence in the United Kingdom as the family member or a named national of a State which is party to the European Economic Area Agreement and who is resident in the United Kingdom.
- k) A letter issued by the immigration and National Directorate of the Home Office indicating that you are a British Citizen or have permission to take employment.
- l) A work permit or other approval to take employment issued by Work Permits (UK) or, in Northern Ireland, by the Training and Employment Agency.
- m) A Passport describing you as a British Dependent Territories citizen and which indicates that the status derives from a connection with Gibraltar.

RECRUITMENT MONITORING INFORMATION

Post title.....

School.....

Last name(s).....

Christian/First name(s).....

Completion of this section will help fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post. The information provided will be used for monitoring and statistical purposes only and this section will be detached from your application form prior to shortlisting.

The categories below are in line with the 2001 Census.

1. Ethnic Origin

I would describe my ethnic group as.

A. White

British
English
Scottish
Welsh
Irish
Any other white background

Please specify.....

B. Black or Black British

African
Caribbean
Any other black background

Please specify.....

C. Mixed

White & Asian
White & Black African
White & Black Caribbean
Any other mixed background

Please specify.....

D. Asian or Asian British

Bangladeshi
Indian
Pakistani
Any other Asian background
Please specify.....

E. Chinese

Chinese

F. Other Ethnic Group

Other Ethnic Group
Please specify.....

2. Gender

Female
Male

The information contained on this form may be held on a computer file.