

HANFORD

Application for the post of _____

Please complete the following form as fully as possible.

**You may also attach your CV in addition to the completed application form.
However, please note that a CV is not acceptable as an alternative to the Application Form.**

The information requested below complies with the recommendations in the DCSF document 1568/2005
Safeguarding Children (Safer Recruitment and Selection in Education Settings)

Surname: (Mr, Mrs, Miss, Ms, Other):		Forename(s): Maiden Name/Previous Name:	
Address:		Date of occupation:	
~ during the last five years if different from above:		Date of occupation:	
Home Tel No:	Work Tel No:	Mobile No:	
Best time(s) and numbers to call you?:			
Email address:			
Date of Birth (optional):	National Insurance Number:	DfE Reference Number:	
Current Salary and Benefits:		Notice Period:	
Marital Status and details of any immediate family:			
Name of Current Employer:			
Do you have QTS? Yes / No		Do you require a work permit to work in the UK Yes/No	
If yes, when does your current permit expire?			

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Existing Contacts within School

(please indicate if you know any existing employees or governors at the School, and if so how you know them):

EQUAL OPPORTUNITIES

As an equal opportunities employer we welcome applications from suitably skilled women and men irrespective of their ethnic origin, disability or sexuality.

Secondary Education.

Please list below the secondary schools/colleges you attended, with dates and exit exam results:

Dates	School/College(s)	Results (with grades)

Tertiary Education

Please list below the universities you attended with dates and degree details:

Dates	University/Degree Body	Title & Class of degree	Main Subject(s) Principal subject first

Graduate Indicator: (please tick)

1 – Non graduate

2 – Graduate equivalent

3 – Good honours or equivalent

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Other Academic/Vocational Qualifications:			
Dates:	Awarding Body:	Grade (if appropriate):	
Further Training and Development Please give details of any relevant and significant training you have undertaken in the last few years:			
Dates	Training details		
Membership of Professional Bodies (if applicable)			
Dates	Institute or Association		
Career History Please supply a full history in chronological order (with start and end dates) of all training/further education, employment, self employment and any periods of unemployment since leaving secondary education. Please provide where appropriate explanations for any periods not in employment, self employment or further education/training and in each case any reasons for leaving employment.			
Employer	Date from/to	Position	Reason for leaving

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Interests

Please give details of interests, hobbies or similar enthusiasms:

Referees

Please provide details of at least three referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed in work with children. Referees will be contacted formally as soon as the short-listed candidates have been chosen but may be approached informally at any stage. If candidates have any concerns about this, they should contact the Headmaster at office@hanford.dorset.sch.uk or on 01258 860219.

Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends:

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Name	Name	Name
Address	Address	Address
Telephone Home: Work: Mobile: e-mail:	Telephone Home: Work: Mobile: e-mail:	Telephone Home: Work: Mobile: e-mail:
<p>Declaration:</p> <p>I am aware that the post for which I am applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England & Wales), and I must therefore declare all convictions, cautions and bind-overs, including those regarded as 'spent'.</p> <p>Have you ever been convicted of any offence or 'bound-over' or given a caution? Yes / No</p> <p>If yes, please give details on a separate sheet and send in a sealed envelope marked 'Confidential Disclosure' to The Headmaster, Hanford School, Child Okeford, Blandford Forum, Dorset DT11 8HN. The envelope will only be opened, and the contents read, by the Headmaster if your qualifications and previous experience render you suitable for interview, otherwise the envelope will be returned to you unopened.</p> <p>I understand that if my application is successful I will be required to obtain a DBS Disclosure at enhanced level and undergo a full medical examination.</p> <p>I declare that I know of no reasons on the grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post in question and understand that any offer of employment made by the School will be conditional on verification of medical fitness.</p> <p>I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.</p> <p>Signed: _____ Date: _____</p> <p><i>If this form is being returned electronically, applicants should insert a digital signature or print their name.</i></p>		

Candidates should also submit a letter of application of not more than two sides, stating why they are interested in the post and what relevant skills and experience they would bring to it.

Please address the letter to: Mr Rory Johnston (Headmaster) and send it **electronically** with the application form and optional CV to: the School Office at office@hanford.dorset.sch.uk.