



Application form

Hailsham Community College Academy Trust is committed to the safeguarding and promotion of welfare of all children, young people and vulnerable adults.

The information requested in this form is important in assessing your application. Please complete this form in full. Unless stated otherwise, CVs are not acceptable. Please write/type in black ink. Please ensure that you save this document before sending, otherwise all data will be lost

Please complete ALL sections. Sections 1-6 of the application form will be used to shortlist candidates for interview.			
Post applied for:		Closing Date:	
School:		Full/Part Time:	
How did you learn of this vacancy?	Website	Social Media	Job Site
	TES	Other	
1. Personal details (please complete in block letters)			
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other/No title)		Last Name:	
First name(s)			
Previous name(s)			
Address for correspondence:		Postcode:	
Home telephone no:		Mobile telephone no:	
Work telephone no: Extension (if applicable):			
Email address:			
2. Present or last employer			

Name and address of employer:		Name and address of establishment where employed (if different):	
Postcode:		Postcode:	
Nature of business:		Job title:	
Present annual salary or weekly income (gross):			
Hours worked per week:		Other benefits (if applicable):	
Date appointed:		Notice required or leaving date if already left	
Reason for leaving:			
Brief description of duties:			

3. Previous employment

Start with the most recent first.

Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary).

Employer name & address	Job title	Salary/income	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

4. Education, training and qualifications

(Please continue on separate sheet if necessary). Please start with the most recent.

Secondary School/College/University	Dates		Qualifications gained (state level)	Grade/class of degree	Date
	From	To			

Other relevant training courses attended (Please continue on separate sheet if necessary)

Organising Body	Course title	Length of course

Membership of professional bodies

Name of body	Type of membership	Date obtained

5. Information in support of your application (Please continue on separate sheet if necessary)

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification.

NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.

6. Interests and hobbies

7. Referees

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain

references. Please provide details of two referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to them. If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

If applicable, please ensure the references are from a relevant employer from the last time the applicant worked with children.

Hailsham Community College Academy Trust reserves the right to approach any previous employer or manager.

Please sign the form found at appendix 1 to consent to us contacting your previous employer/s for a reference.

Please note:

If you are shortlisted and invited to an interview, referees will be contacted, and references obtained prior to interview in line with current statutory guidance.

Name (Referee 1):		Name (Referee 2):	
Title	Mr/Mrs/Miss/Ms/other	Title	Mr/Mrs/Miss/Ms/other
Role:		Role:	
Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	

8. Protection of children

Hailsham Community College Academy Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for an interview you will be required to disclose to us information about any:

- adult cautions (simple or conditional);
- **unspent** conditional cautions;
- **unspent** convictions in a Court of Law; and
- spent convictions that are **not protected** as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(Amendment\) \(England and Wales\) Order 2020](#)

so that a police check can be carried out if you are offered an appointment. This information can be disclosed either verbally at interview or by completing a relevant conviction form after interview if that is your preference.

If you are subsequently employed by Hailsham Community College Academy Trust and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by Hailsham Community College Academy Trust. During the course of your employment with Hailsham Community College Academy Trust, should you be arrested by the police, you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

It is an offence for anyone to apply for a role if they are barred from engaging in regulated activity relevant to children.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

9. General

Are you interested in job sharing?

YES NO

Please give details of any dates within the next 4 weeks when you will not be available for interview. We cannot guarantee being able to offer you an alternative date.

Do you hold a current full driving licence?

YES NO

Do you have regular use of a vehicle?

YES NO

You are required to declare below any relationship with or to an employee of the Hailsham Community College Academy Trust

Please state name and position:

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.

YES NO

This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

10. Reasonable adjustments for a disability

If you are disabled and believe that you may require adjustments to this application process, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact Human Resources to discuss any requirements. Please note that if you believe adjustments would only be required for a later stage of the process (such as at interview stage), you are not required to provide information in this form.

11. Health/Medical details

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

12. Data Protection

The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Selection and Disclosure Policy. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside Hailsham Community College Academy Trust without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Selection and Disclosure Policy.

13. Declaration

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with Hailsham Community College Academy Trust.

I also confirm that I am not barred from engaging in regulated activity relevant to children.

Signed

Date

Please return your completed form by email, post or by hand by the closing date to: job.vacancies@hccat.net



Appendix 1: Reference Consent Form

I can confirm that I am happy for Hailsham Community College Academy Trust to contact my previous employer/s to obtain written references.

I understand that I can withdraw my consent at any time by contacting HR on 01323 841468 / HR@hccat.net

Name: -----

Signature: -----

Date: -----