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| The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment Policy. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. In order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. Please note that the School may carry out online searches on shortlisted candidates (see the School's Recruitment Policy for further information). | | |
| **Position applied for: HR and Recruitment Assistant** | | |
| 1. **Personal Information** | | |
| Title : | Forename(s): | Surname: |
| Former name(s): | | Preferred name: |
| National Insurance number: | | |
| Address: | | Address for correspondence (if different): |
| Postcode: | |  |
| 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: |
| Telephone (day): | | Mobile: |
| Telephone (eve): | | Email: |

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| 1. Immigration, Asylum and Nationality Act 2006 Declaration |
| In accordance with the Immigration, Asylum and Nationality Act 2006, the school requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for and have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.  I confirm that I am legally entitled to work in the UK in the job advertised ​☐​ |
| Please provide details of how you are eligible to work in the UK: |

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| **3. General** | |
| Do you have a current full UK driving licence? | Yes  No |
| Do you have any health issues or disabilities which may make it difficult for you to carry out your duties to a satisfactory standard? Yes  No  If YES, please provide details of your needs in terms of reasonable adjustments to enable you to carry out your duties to a satisfactory standard: | |
| Please provide full details of any memberships of any professional bodies: | |
| Do you have any personal, business or other connection with Abbey School or its employees? YES/NO  If YES, please give details: | |

1. Qualifications and Professional Development

If there is insufficient space, please continue on a separate sheet if necessary, giving page number and title heading.

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| **4.1 Academic and Vocational Qualifications**  **Please provide details of all academic and vocational qualifications:** | | | |
| Award/Qualification | Awarding Body | Date Obtained | Grade (if applicable) |
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| **4.2 Relevant Professional Development (courses attended during last 3 years)** | | | |
| Name of Course (details and award if gained) | Provider | Date from | Date to |
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| **5. Employment History** | | | | | | | |
| Please provide full details of all positions held, employment, self-employment and unpaid work since leaving secondary education.  Please start with your current or most recent employer and in each case the reason for leaving employment.  Please provide explanations for any periods not in employment, further education or training. | | | | | | | |
| **5.1 Present or most recent employer** | | | | | | | |
| Post Title held | FT/ PT | Name of school/college/employer & address | | Type of institution | Age range | Dates | |
| From mm/yy | To  mm/yy |
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| Brief description of responsibilities: | | | | | | | |
| Extra-curricular contribution (if applicable): | | | | | | | |
| Reason for leaving/seeking other employment: | | | | | | | |
| Date by which notice has to be given: | | | Current Salary £  Point scale | | | | |
| Date when you would be available to take up employment if offered: | | | Details of  any employee benefits: | | | | |



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| **5.2 Previous appointments**  In chronological order, starting with most recent. | | | | | |
| Post Title | FT/  PT | Name of school/college/employer & address | Type of organisation & reasons for leaving | Dates | |
| From mm/yy | To mm/yy |
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| **5.3 Gaps in Employment**  If there are any gaps in your employment, e.g. caring for children, unemployment.  Please give brief detail and dates. | | |
| Details | Dates | |
| From mm/yy | To mm/yy |
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| **6. Personal Statement**  Please set out in detail below a statement in support of your application, which addresses the criteria in the job description and person specification for this post. |



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| **7. Referees**  Please provide at least two professional referees. One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, one of your referees should be the employer by whom you were most recently employed in work with children.  Neither reference will be accepted from a relative or from someone known only to you as a friend. | | | |
| **Referee 1** | | **Referee 2** | |
| Name |  | Name |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Position |  | Position |  |
| Tel No. |  | Tel No. |  |
| Email |  | Email |  |
| Relationship to you |  | Relationship to you |  |
| May we contact prior to interview? YES/NO | | May we contact prior to interview? YES/NO | |
| Unless directed otherwise, we take up references for all short-listed candidates before interview and may approach previous employers for information to verify particular experience or qualifications, including any from overseas.  If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired, and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about these issues.  If the School references a factual reference, i.e. one which contains only limited information about you, additional references may be sought. | | | |



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| **8. Data Protection**  The information that you provide on this form will be used to process your application for employment. More details as to how we will process your data is set out in the [Privacy Notice for Job Applicants](https://www.abbeyschool.com/wp-content/uploads/Privacy-notice-Applicants-.pdf) and Data Protection Policy.  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. |

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| **9. Criminal record, DBS and Recruitment checks** |
| The School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including Children and Adult Barred List checks for all positions at the School which amount regulated activity. It is an offence for anyone who is disqualified from working with children or adults to attempt to apply for a position within the School.  It is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children or adults at risk. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with certain violent and sexual criminal offences against children or adults at risk, at home or abroad.  The School uses the DBS check to comply with the “Disqualification under the Childcare Act 2006 (July 2018)” regulation. It is unlawful to employ anyone to provide or manage childcare if they are disqualified under these regulations.  The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are ‘spent’ unless ‘protected’ under the DBS filtering rules) in order to assess their suitability to work with children.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy notice.  **Do you have a DBS certificate? YES    NO         Date of check:**  If you have lived or worked outside of the UK for more than three months in the last five years, the school may require additional information in order to comply with safer recruitment requirements, such as information to obtain a criminal record check from the country(ies) you lived or worked in.  **Have you lived or worked outside of the UK for more than three months in the last 10 years?**  **YES                                    NO**  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Shortlisted applicants will be asked to disclose criminal record(s) or information that would make them unsuitable to work with children so that it can be discussed and considered at interview before a DBS certificate is received.  Any convictions listed on a DBS check will be considered on a case-by-case basis.  For further information please read our Safeguarding Policy and Policy on the recruitment of ex-offenders (Appendix 1 of our Recruitment Policy) found [here](https://www.abbeyschool.com/policies/). |



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| **10. Declaration** |
| * ***I confirm that the information I have given in this Application Form is accurate and true.*** * ***I confirm that I am not named on the Children’s or Adult’s Barred List or otherwise disqualified from working with children or adults at risk.*** * ***I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.*** * ***I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal and may amount to a criminal offence.*** * ***I understand that on online search will be completed for shortlisted candidates*** |
| Signature: Date: |
| Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the Declaration at Section 10. |

Please return your completed application form to [recruitment@abbeyschool.com](mailto:recruitment@abbeyschool.com) with a letter of application, no longer than 1 side of A4, addressed to the Principal by the closing date.

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| **How did you become aware of this vacancy?**  Media: Date: Reference: |