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| **PERSONAL DETAILS** | |
| Position Applied for: |  |
| Title |  |
| Surname (s) |  |
| Previous Surname(s) |  |
| Forename(s) |  |
| Address:  (If resident at this address for less than 5 years please provide previous addresses on a separate sheet of paper) |  |
| Telephone (Home): |  |
| Telephone (Mobile): |  |
| Email Address: |  |
| Date of Birth: |  |
| National Insurance Number: |  |
| Are you legally eligible to work in the UK? | YES/NO |
| Work Permit No. & Expiry Date if applicable: |  |
| Have you spent more than 3 months abroad within the last 10 years? |  |
| Do you require any special equipment or adjustments to assist you at interview? |  |

**Application Form (Part 1)**

*Please note that your answers to this part of the interview form will not be referred to when selecting candidates for interview but include details which must be made available in order that the College meets the standards required of employers within the education sector.*

**Declaration**

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales), including amendments to the Exceptions Order 1975, 2013 and 2020. For these positions you are not entitled to withhold information about police cautions, “bind-overs”, or any criminal convictions including any that would otherwise be considered “spent” under the Act.

Have you ever been convicted of any offence or “bound-over” or given a caution? **YES/NO**

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”.

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

I understand that if my application is successful that I will be required to obtain a DBS Disclosure at the appropriate level.

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 any information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

*Notes:*

*Applications will only be accepted if both parts are completed and signed by the applicant and if all the information requested is provided.*

*Hampstead Fine Arts College is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS disclosure and a check of their career history. Candidates should be aware that all posts in the College involve responsibility for safeguarding children although the extent of this responsibility will vary according to the nature of the post.*

*It is an offence to apply for a position which involves regulated activity relevant to children, schools and Colleges if the applicant has been barred from engaging in regulated activity with children.*

*Please note that we may also carry out an online search for shortlisted candidates to identify any issues or incidents available publicly online. The College may explore issues pertaining to the online checks at any interview.*

**I agree to the above undertakings and certify that all entries made on this form (and any other document supplied) are complete and correct to the best of my knowledge.**

**Signed**

**Date**

**Application Form (Part 2)**

Please complete this application fully – your application may not be accepted if all the information requested is not supplied.

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| --- | --- | --- | --- | --- | --- | --- |
|  | General Education | | | | | |
| Name of School/College | | Qualification | Subject | Grade | Awarding Body | Date Achieved |
|  | |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Further Education and Training | | | | | | | | |
| Name of University/College | | Qualification | | Subject | | Grade/Class | | Awarding Body | Date Achieved |
|  | |  | |  | |  | |  |  |
|  | Membership of Professional Bodies | | | | | | | | |
| Name of Professional Body | | | Level of Qualification | |  | | Dates Achieved | | |
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**Employment Record**

Begin with your most recent position. Any gaps in your employment history must be explained, including any voluntary work. Please continue on a separate sheet if necessary.

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| --- | --- | --- | --- |
| Name and Address of Employer | Date Started: | Date Left: | Current/Leaving Salary: |
|  |
| Job Title: | | |
| Outline of your roles and responsibilities: | | |
| Reason for leaving: |  | | |

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| --- | --- | --- | --- |
| Name and Address of Employer | Date Started: | Date Left: | Current/Leaving Salary: |
|  |
| Job Title: | | |
| Outline of your roles and responsibilities: | | |
| Reason for leaving: |  | | |

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| --- | --- | --- | --- |
| Name and Address of Employer | Date Started: | Date Left: | Current/Leaving Salary: |
|  |
| Job Title: | | |
| Outline of your roles and responsibilities: | | |
| Reason for leaving: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer | Date Started: | Date Left: | Current/Leaving Salary: |
|  |
| Job Title: | | |
| Outline of your roles and responsibilities: | | |
| Reason for leaving: |  | | |

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| --- | --- | --- | --- |
| Name and Address of Employer | Date Started: | Date Left: | Current/Leaving Salary: |
|  |
| Job Title: | | |
| Outline of your roles and responsibilities: | | |
| Reason for leaving: |  | | |

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| **Gaps in Employment:** |
| Please give details of any gaps in employment if necessary: |

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| **Personal Statement** |
| Using the job description with this application, please demonstrate using examples, your suitability for the position you are applying for including your personal qualities and experience. Please include your reasons for applying and your interest in this position: |
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| **Interests and Experience** |
| Outline any particular interests that you think may be of benefit to curricular and extra-curricular life at Fine Arts College. : |
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**References**

Please supply below details of at least two referees (**for candidates already in educational settings, this must be a Principal or Head**) who can comment on your suitability for this position. In line with KCSIE 2022 we aim to take up two references prior to interview. One must be your current or most recent employer. (NB if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons you know only as a friend or colleague.)

Also, in relation to working with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact the Head/Principal on 0207 586 0312 to discuss these issues.

*Please note, we are within our rights to obtain a reference from any previous employer listed on your application form.*

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| --- | --- |
| Name: |  |
| Position: |  |
| In what capacity do you know the referee? |  |
| Organisation: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| Contact prior to interview? | YES/NO |

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| --- | --- |
| Name: |  |
| Position: |  |
| In what capacity do you know the referee? |  |
| Organisation: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| Contact prior to interview? | YES/NO |

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| --- | --- |
| Name: |  |
| Position: |  |
| In what capacity do you know the referee? |  |
| Organisation: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| Contact prior to interview? | YES/NO |

**DECLARATION**

Are you related to or do you maintain a close relationship with an existing employee, volunteer, pupil, Governor or Trustee of Fine Arts College? If so, please provide details.

**For persons who are not British**

If you are an EU citizen or a holder of a visa entitling you to work in the UK please give details of your share code for us to check your status with the Home Office:

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If you are from outside the UK and you have any conditions related to your employment please give full details below:

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I confirm that I have completed, signed and agree to be bound by the undertakings set out in the declaration in Part One of the application form.

I confirm that the information given on this form and any other document supplied is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection or, if employed, dismissal.

We will use the information which you have provided on this form, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people).

Further information on how we use personal data is set out in the our Privacy Notice, which can be found on our website.

I confirm that any previous employer may be approached by Fine Arts College to verify any particular experience or qualification.

**Signed:**

**Date:**

Please return your completed application to:

[**mail@hampsteadfinearts.com**](mailto:mail@hampsteadfinearts.com)

**Invitation to Interview**

(Please keep for your own records)

1. If you are invited to interview, this will be conducted by the Principal or Head of Fine Arts College and will explore, among other areas, your suitability to work with children.
2. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant to the post.
3. All candidates invited to interview must also bring with them one of the following documents as proof of identity:

* A passport or EU national identity card
* A current driving licence including a photograph

**Conditions of an offer of employment**

Please note that any offer of employment is subject to the following conditions:

1. A pre-employment immigration check if appropriate – necessary documents must be shown before employment may commence.
2. A satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS)
3. Completion of the Fine Arts College Medical Questionnaire confirming your fitness to teach
4. Satisfactory references from current and previous employers
5. Satisfactory completion of checks including searches for:

* Teachers who have failed induction or probation
* General Teaching Council for England (GTCE) sanctions
* Teachers and others prohibited from the profession
* Section 128 barring directions
* Applicants found to have provided false information in, or in support of, their application;
* Applicants who are the subject of serious expressions of concern as to their suitability to work with children

If appropriate these facts will be reported to the Police and/or the Independent Safeguarding Authority

1. Verification of qualifications and professional status
2. Where the candidate has worked or been resident overseas in the previous ten years the candidate will be required to obtain a satisfactory police check from the relevant overseas authorities.