



# Hujjat Primary School

## Application Form

CONFIDENTIAL

Please complete ALL sections. Sections 1 -6 of the application form will be used to shortlist candidates for interview.

POST APPLIED FOR:

### 1. PERSONAL DETAILS (please complete in block letters)

Title: (Mr/Mrs/Miss/Ms/Other)

Surname:

First name(s)

Address for Correspondence:

Daytime telephone no:

Evening telephone no:

Email address:

QTS status

YES ☐ NO ☐ N/A ☐

### 2. PRESENT OR LAST EMPLOYER

Name and address of employer:

Telephone:

Nature of business:

Job title:

Present annual salary:

Date appointed:

Leaving date or notice required.

Reason for leaving:

Brief description of duties:



### 3. PREVIOUS EMPLOYMENT OR OUT OF WORK ACTIVITIES

Start with the most recent first. Include work/voluntary/home parenting experience and any periods of unemployment. DO NOT LEAVE ANY GAPS – account for all months since leaving school/college.

Employer name & address or Job title/ Activity if not working	Salary/income	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
			From	To	
Were you dismissed by any of the above employers? (If yes, further details may be requested)		YES <input type="checkbox"/> NO <input type="checkbox"/>			

### 4. EDUCATION, TRAINING & QUALIFICATIONS

English and Maths GCSEs / A Levels / NVQ / Degree / Post Graduate (proof of qualifications will be required)

Secondary School/College/University	Dates		Qualifications gained (Please indicate subject, level and date of award)
	From	To	



OTHER RELEVANT TRAINING COURSES ATTENDED		
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 explain any gaps in employment here, and give details of any relevant experience, skills or knowledge to support your application. You may include a CV with this section or, for example, data about your current or past school's performance.



## 6. REFEREES

Please provide details of two referees who can comment on your leadership/management skills and suitability for this post. Please note that references will be sought on shortlisted candidates and previous employers will be contacted to verify experience or qualifications before interview.

**Friends and relatives are NOT acceptable referees.**

**One of the referees must be your present/or most recent employer.**

**Do not give two referees from the same workplace.**

Name (Referee 1):		Name (Referee 2):	
Position:		Position:	
Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Telephone No:		Telephone No:	
Email address:		Email address:	

## 7. PROTECTION OF CHILDREN

Hujjat School Trust (HST) is 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.

The Trust is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are, therefore, required to give information about convictions which, for other purposes are "spent" under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Governors. Any information you give will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

Have you ever been convicted of a criminal offence? (Including cautions, bind-overs and any pending prosecutions)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you disqualified from working with children or subject to any sanctions imposed by a regulatory body?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If YES to any of the above questions, please give brief details including dates.

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<b>8. GENERAL</b>	
<p>You are required to declare below any relationship with or to an employee or Trustee of HST.</p> <p>Please state name and position:</p>	
<p>Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>This information is required, including that related to warnings regarded as "spent" in order for HST to ensure safe recruitment and meet its 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.</p>	

<b>9. EQUALITY &amp; REASONABLE ADJUSTMENTS</b>	
<p>The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. HST will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities. HST is committed to the development of positive practices to promote equality in employment. If you would like to declare your disability, please tick the appropriate box below.</p>	
<p>Do you consider yourself to be disabled?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Is there any information that we need in order to offer you a fair selection interview/process?</p>	

<b>10. HEALTH/MEDICAL DETAILS</b>
<p>Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.</p>

<b>11. DATA PROTECTION ACT</b>
<p>The personal information collected on this form will be processed to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration. It will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so. This Trust is under duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.</p>



## 12. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

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, will produce appropriate original documentary evidence to prove this prior to commencing work. I understand that HST may make copies of these documents, and consent to them carrying out checks to confirm my right to work in the UK.**

**I am aware that social Media checks will be carried out for all shortlisted candidates**

Signed

Date Click or tap to enter a date.

Please return your completed form to [recruitment@hujjatprimary.org](mailto:recruitment@hujjatprimary.org) before the application deadline.

### For office use only

Date received:

