





## SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE

- This section is the most vital part of the form  
We need you to give us specific information in support of your application in order for us to shortlist in a fair and unbiased way
- You must be able to demonstrate that you can satisfy the essential criteria on the Person Specification.
- Experience is not just gained through full-time work. Experience can also be gained through voluntary work, part-time work, college or school based projects, job clubs or home life etc.
- Use the criteria in the person specification as headings for your response.
- It will not be sufficient merely to duplicate what the Person Specification states. For example, if it asks for “ability to” or “commitment to”, you will be required to give practical examples where appropriate of your ability, commitment, knowledge and experience by some reference to your academic, professional, voluntary or personal life.
- This part of the form can be completed by word processor, typewriter or by hand. This can be done on separate sheets.
- If you use the continuation sheets at the end of this document please make sure you mark each section clearly.

**Please insert information here:**

## REFERENCES

Please give the name, address and contact number of two people who can provide us with an assessment of your suitability for this post. Personal referees are not suitable.

If you are currently employed, one of the referees should be your current employer.

If you are unemployed, one of the referees should be your most recent employer.

If you are at school or college or have recently left, please give the name of your teacher or lecturer.

Please put an 'X' in the box if you do not wish us to contact either referee before informing you.

### FIRST REFERENCE

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: (     ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

CONNECTION WITH YOU: \_\_\_\_\_

### SECOND REFERENCE

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: (     ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

CONNECTION WITH YOU: \_\_\_\_\_

A JOB OFFER WILL NOT BE CONFIRMED WITHOUT TWO SATISFACTORY REFERENCES.

## INTERVIEW ARRANGEMENTS

PLEASE LIST ANY REQUIREMENTS YOU MAY HAVE IF INVITED FOR AN INTERVIEW.

## DISCLOSURE OF CRIMINAL CONVICTIONS

Before any person is appointed to a post which involves substantial access to children the School has a duty to process a CRB Disclosure Application to check for any criminal convictions which would make it undesirable for the person to work with children. Because of the nature of this post you are not entitled to withhold information about convictions which, for other purposes, are "spent" under the provision of the Rehabilitation of Offenders Act 1974. This is because of the terms of the (Exceptions) (Amendment) Order 1986. For this reason if you are shortlisted for this post you will be asked to complete a more detailed form. Any information you provide at that time will be treated as completely confidential and will be considered only in relation to this application. In signing this application form you will be acknowledging that you understand a CRB check will be made.

DO YOU HAVE ANY CRIMINAL CONVICTIONS, CAUTIONS OR BIND OVERS:

YES / NO

If you have answered YES, please enclose details with your application form.  
Any information provided will be treated in strict confidence.

THIS INFORMATION WILL NOT BE USED TO INFLUENCE THE SHORTLISTING PROCESS

## ASYLUM AND IMMIGRATION ACT 2006

NATIONAL INSURANCE NO.:

DATE OF BIRTH

To comply with the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to live and work in the UK. Please confirm that on request you will be able provide this evidence. **YES/NO**

In accordance with the points-based immigration system, please confirm whether or not you are a national from a non-European Economic (EEA) country. **YES/NO**

## RELATIONSHIPS WITH THE TRUSTEES/ GOVERNORS

DO YOU OR HAVE YOU PREVIOUSLY HAD A CONTRACTUAL RELATIONSHIP WITH ANY OF THE SCHOOLS' TRUSTEES OR GOVERNORS OR ARE YOU CURRENTLY NEGOTIATING A CONTRACT?

YES / NO IF YES, PLEASE ENCLOSE DETAILS WITH YOUR APPLICATION

ARE YOU RELATED TO OR DO YOU HAVE A PERSONAL FRIENDSHIP WITH ANY OF THE SCHOOLS' TRUSTEES OR GOVERNORS?

YES / NO IF YES, PLEASE ENCLOSE DETAILS IN THE FURTHER INFORMATION SECTION AT THE END OF THIS GIVING DETAILS OF THE NAME AND RELATIONSHIP.

## EQUALITY ACT 2010

Hamilton Lodge uses the 'Two Tick' symbol which means we are committed to employing people with disabilities and wish to encourage more applications from people with disabilities. If you are considered to be disabled under the Equality Act definition and have demonstrated that you meet the minimum criteria for the post, you will be guaranteed an interview.

The Equality Act states that "a person has a disability if he or she has a physical or mental impairment and the impairment has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities". Long term means that the effect of the impairment has lasted or is likely to last for at least 12 months.

Do you consider yourself to have any disabilities? **YES / NO**





## RECRUITMENT MONITORING FORM

The aim of Hamilton Lodge School and College is to ensure the fair and equitable treatment of all job applicants and to meet the requirements of our equal opportunities policy. The information on this portion will only be used to monitor recruitment and will not be used in the selection process. This portion should be detached and sent to us in a separate envelope.

We must stress that any information you give will be strictly confidential. You are not obliged to answer any of the questions, but you will appreciate that for our monitoring policy to be wholly effective, we would hope to have 100% response. If you do not wish to answer any question(s), this will not affect your application in any way.

POST APPLIED FOR: \_\_\_\_\_

### Ethnic Origin

We appreciate that some people including those of mixed race, may not be happy with the classifications used on monitoring forms. The classifications we have used are those currently recommended by the Commission for Racial Equality. If you wish to classify yourself in some other way, please use the additional space provided to do so.

I WOULD DESCRIBE MY ETHNIC ORIGIN AS:

- WHITE:  WHITE  WHITE IRISH  WHITE OTHER
- BLACK OR BLACK BRITISH:  BLACK – AFRICAN  BLACK – CARIBBEAN  BLACK OTHER
- ASIAN OR ASIAN BRITISH:  BANGLADESHI  INDIAN  PAKISTANI  OTHER ASIAN
- MIXED PARENTAGE OR HERITAGE:  WHITE & BLACK CARIBBEAN  WHITE & BLACK AFRICAN  
 WHITE & ASIAN  OTHER MIXED PARENTAGE
- CHINESE OR OTHER ETHNIC GROUP:  CHINESE  OTHER ETHNIC GROUP

**GENDER**  MALE  FEMALE

**DATE OF BIRTH**     /     /

### MEDIA RESPONSE

WHERE DID YOU SEE THIS POST ADVERTISED?

\_\_\_\_\_

### EQUALITY ACT 2010

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?

YES  NO

**THANK YOU FOR YOUR TIME AND CO-OPERATION.**

\_\_\_\_\_

# APPLICATION FORM GUIDELINES

## Personal Details

We do accept CV's as additional information

## Relationships with the School Trustees/Governors

We ask these questions to make sure that someone with whom you have a contractual relationship, or a relative is not involved in the selection process.

## Education

Qualifications will only be taken into account where they are strictly required for the post. In these cases you will be required to produce evidence of your qualifications. It is not necessary to list every exam taken. Just write the total number of GCSE's / A Levels. If necessary, please use continuation sheets.

## Authorisation to Work in the UK (Immigration, Asylum and Nationality Act 2006)

In order for Hamilton Lodge to comply with the Immigration, Asylum & Nationality Act 2006, you will be asked to confirm on the application form that you are able to supply evidence of your eligibility to live and work in the UK. This could be a passport showing that you are a British Citizen, a resident permit issued by the Border and Immigration Agency as a national from a European Economic Area country (or Switzerland), or a permanent National Insurance number with supporting documentation (i.e. a full birth certificate). If you are invited to interview you will be required to bring this evidence with you and show it to the interviewing panel.

Refer to [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) for further information, or contact your nearest visa bureau office.

### **Workers Registration Scheme**

Under the scheme, nationals from the following European Union member states are required to register with the UK Border Agency: Czech Republic; Estonia; Hungary; Latvia; Lithuania; Poland; Slovakia; Slovenia; Romania and Bulgaria.

If you are offered employment you must register immediately with the Border and Immigration Agency. It is important to note that even if you have registered with another employer, you will be required to register once again, but with Brighton & Hove City Council by submitting a registration application form available from the Border and Immigration Agency. A copy of the registration certificate will be held by Human Resources.

### **Points-Based System for non-EEA Nationals**

The points-based system has been introduced by the UK Border and Immigration Agency for migrant workers from outside the \*European Economic Area (EEA) and Switzerland who want to come to work and study in the UK. Any prospective non-EEA National who is intending to apply for a post must self-assess their eligibility under the scheme before submitting an application. Where appropriate to the post a sponsor certificate will then be issued by the council to any successful candidate. This must then form part of the points-based application that the non-EEA National will need to submit to the UK Border Agency. For full information and guidance contact the UK Border Agency direct at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk). It should be noted that the council will not be able to meet the cost of any 'leave to remain' application.

### **EEA Countries**

Austria; Belgium; Bulgaria; Cyprus; Czech Republic; Denmark; Estonia; Finland; France; Germany; Greece; Hungary; Iceland; Ireland; Italy; Latvia; Liechtenstein; Lithuania; Luxembourg; Malta; Netherlands; Norway; Poland; Portugal; Romania; Slovakia; Slovenia; Spain; Sweden; United Kingdom.