

Pinewood School  
Hoe Lane  
Ware  
Hertfordshire.  
SG12 9PB.

Tel:01920 412211

Email: admin@pinewood.herts.sch.uk



a specialist SEN Cognition and Learning College  
with a Rural Dimension

## Application Form

Title:	Surname:	Forename:
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Please state if you have been known by any other name and dates from:

Position applied for:

Date you are able to commence duty/notice period:

Home Address:

Telephone (Home):

Telephone (Work):

Mobile:

Email:

National Insurance No.:

### Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-Overs:

Jobs in schools/academies are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. **You must** therefore declare, whether spent or not, any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs?

Please tick the relevant box:      Yes                       No

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential Criminal Record Declaration' and enclose it with your application. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory DBS clearance. A copy of this notice will be sent to your referees.

## **Secondary, Further Education and Higher Education**

<b>Institution</b>	<b>Dates (From/To)</b>	<b>Full or Part Time</b>	<b>Qualifications Obtained (with Subjects/Grades)</b>

If any course you have taken has been extended beyond the normal period, state reason and period of extension. Please also **account for any gaps** in your education.

## **In Service Training And Other Qualifications Obtained**

Please supply details of In Service Training and other relevant qualifications undertaken in the last five years and list on a separate sheet then attach to this form

<b>Training Provider</b>	<b>Subject</b>	<b>Duration</b>	<b>Qualifications Obtained (if applicable)</b>

## **Continuing Professional Development (CPD)**

Please give details (including dates) of subsequent qualifications, training or research. Continue on a separate sheet if required.

## **Work Experience**

**Present (or most recent) Post**

<b>Name of Employer</b>	<b>Title of current post and nature of employment</b>	<b>Full or Part Time</b>	<b>From</b>	<b>To</b>	<b>Salary on leaving</b>

Other Work Experience				
Name of Employer	Title of post held and nature of employment	Full or Part Time	From	To

Please **account for any gaps** in your employment record:

**Covering Letter:**

In addition, you are asked to provide a covering letter, to include your supporting statement of no more than 2 A4 pages, detailing:

- Why this particular post attracts you
- How your skills and experience fit you to the post and the contribution you could make

*Please note that CV's will not be accepted.*

**References**

Please nominate two referees. Your current employer is required to be one of your referees (if not in employment please provide your last/most recent employer).

Referees should have direct knowledge of your professional capabilities and performance & should be a manager/supervisor/line manager in your current or previous role.

Unfortunately, we cannot accept character references. *Please contact us if this causes any issues.*

1. Name:

Job title:

Address:	Telephone:
	Email:

Please indicate if you are happy for us to contact your referee prior to interview. **Yes / No**

2. Name:

Job title:

Address:	Telephone:
	Email:

Please indicate if you are happy for us to contact your referee prior to interview. **Yes / No**

## Equalities Monitoring Form

**Completion of this section will help us** to ensure that our workforce reflects the diverse make-up of the community of Hertfordshire. To ensure our policies and procedures are not discriminatory, we monitor job applicants and the diversity make-up of our current workforce, as part of our internal processes, such as training. The information you give is confidentially managed and does not form part of the process. It will greatly assist us if you provide as much information as possible, but you are not obligated to do so.

<b>Ethnic Origin</b>				
(please tick one box only, indicating the category that best describes your ethnic origin)				
<b>White</b>	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>
	Any other White background (please specify)			
<b>Mixed</b>	White & Black Caribbean	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
	White & Asian	<input type="checkbox"/>		
	Any other Mixed background (please specify)			
<b>Asian or Asian British</b>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>		
	Any other Asian background (please specify)			
<b>Black or Black British</b>	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>
	Any other Black background (please specify)			
<b>Chinese</b>	Chinese	<input type="checkbox"/>		
<b>Other</b>	Any other ethnic background (please specify)			

<b>Gender</b> (please tick)	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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<b>Age Range</b> (please tick)	Up to 19	<input type="checkbox"/>	46 – 55	<input type="checkbox"/>
	20 – 25	<input type="checkbox"/>	56 – 65	<input type="checkbox"/>
	26 – 35	<input type="checkbox"/>	Over 65	<input type="checkbox"/>
	36 – 45	<input type="checkbox"/>		

<b>Disability</b> (please tick)				
<b>Do you consider yourself to be disabled?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>If yes, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
The Disability Discrimination Act 2005 defines disability as ‘a physical or mental impairment, which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities’.				

How did you learn of this vacancy?

Your application form should be emailed to [admin@pinewood.herts.sch.uk](mailto:admin@pinewood.herts.sch.uk) as soon as possible and no later than the closing date given in the advert. Thank you very much for your interest in Pinewood School and for the time and effort involved in completing this application.

**Signature:**

**Date:**

The post for which you are applying is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are therefore, **not** entitled to withhold information about convictions, which for other purposes are "spent" under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions may result in dismissal by the Governors. Any information given will be completely confidential and will be considered only in relation to an application for positions by which the Order applies.

All information you send to us is strictly confidential and will be used for the purposes of this recruitment process only. It will be processed and held in accordance with the principles of the Data Protection Act (1998).

**FOR OFFICE USE ONLY**

DATE RECEIVED	DATE ACKNOWLEDGED	SHORTLISTED	REASON
		INTERVIEWED	

**COMMENTS:**