



Application Form

Applicant Surname (CAPITAL LETTERS): _____

Please return your completed application form to:

Nicky Kelly
Office Manager
Ongar Primary School
Milton Crescent
Ongar
Essex
CM5 0FF

Email: admin@ongar-pri.essex.sch.uk

Thank you for your interest in this post.

The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential.

Please complete the application form in black ink or type and ensure you complete all the sections. The Declaration must be signed and can be found on the reverse of this form.

Post details

Section 1

Application for appointment as: _____

School: _____

Reference no. (if applicable) _____

Closing date: _____

Do you need permission to work in the UK? ☐ Yes ☐ No

Section 2

Personal details

Last name and title:

First name(s):

Previous names:

Date of birth:

Home telephone no:

Home email address:

Work telephone no:

Work email address:

Address:

National Insurance no:

Please tick the box if you do not wish to be contacted at work ☐

Section 3

Present employment (if currently employed)

Employer's name and address (if applicable):

Nature of business:

Job title:

Date appointed:

Grade/salary spine:

Current salary (point):

Notice required:

Allowance(s) received: Type(s)

Reason for leaving:

Value(s): £

Brief outline of duties in your current or most recent job

Section 4

Previous employment

Please include all full time and part time positions. Please list the most recent first and continue on a separate sheet if necessary.

Section 5

Employer

Start
Date

End
Date

Job title

Salary/
Grade

Reason for
leaving

Breaks in employment history

Section 6

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training.

Mobility

(Please complete the section if the Person Specification for the post includes these requirements)

Section 7

Do you have a valid driving licence?

☐ Yes ☐ No

Do you have access to a vehicle which you are able to use for work purposes?

☐ Yes ☐ No

If not, are you able to travel, for work purposes, by another means of transport?

☐ Yes ☐ No

Secondary School Education (Please list most recent first)

Section 8

School(s)	From	To	Qualification/subject obtained and awarding body	Grade	Dates

Continuing Education (University/College/Apprenticeships etc.)

Section 9

Please list most recent first

Educational establishments	From	To	Qualification/subject obtained and awarding body:	Level/ Grade	Dates

Professional qualifications Including details of professional association membership

Section 10

Do you hold Qualified Teacher Status (QTS)? ☐ Yes ☐ No DfE number: _____

If yes please complete the following:

Date Statutory Induction Period (if qualified since August 1999) started: _____

completed: _____

Other relevant training and development activities attended in the last five years

Section 11

Please list the most recent first and continue on a separate sheet if necessary

Brief description/Course title	Date	Organising body

Information in support of this application

Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the Person Specification (please continue on a separate sheet if necessary). **If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.**

References

Section 13

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Name and address:

Name and address:

Position: _____

Position: _____

Telephone number: _____

Telephone number: _____

Fax number: _____

Fax number: _____

Email address: _____

Email address: _____

Note: (i) Referees will be contacted before interviews.

(ii) If either of your referees know you by another name please give details.

(iii) The School/County Council may contact other previous employers for a reference with your consent.

(iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.

Close personal relationships

Section 14

Are you a relative or partner, or do you have a close personal relationship with, any employee or Governor of the establishment to which your application is being made or to any County Councillor or employee of Essex County Council? If 'yes' please state the name(s) of the person(s) and relationship. (see notes below).

_____ ☐ Yes ☐ No

Failure to disclose a close personal relationship as above may disqualify you. Canvassing of Governors, County Councillors or Senior Managers of the School/Essex County Council by or on your behalf is not allowed.

continued overleaf

Please confirm the following statements are true by signing the box below.

Declaration

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the School, and is likely to result in dismissal.

Disclosure of Criminal Convictions

Short-listed candidates will be asked to complete a 'Disclosure of Criminal Convictions' form and, where appropriate, a Disclosure will be sought from the Criminal Records Bureau in the event of a successful application. A conviction will not necessarily be a bar to obtaining employment.

Safer Recruitment

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.

Data Protection Act 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Correspondence

Thank you for applying for this post. Your interest in working for us is very much appreciated. It is not our practice to acknowledge receipt of applications. However, if you would like to be informed of the outcome of your application once the selection process has been completed, then please enclose a stamped addressed envelope.

Signed: _____ Date: _____

