

Applicant Surname (CAPITAL LETTERS):



# The Gilbert School

Thank you for applying for this post and your interest in working for this school. It is not our normal practice to acknowledge receipt of paper applications. If you submit this form electronically you will receive confirmation that the form has been received.

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. When submitting this form electronically you will be required to confirm the information is accurate by ticking the box in section 15.

If you have any special requirements and/or require reasonable adjustments to enable you to complete this form and/or during the recruitment process please contact the school office.

**Please return this completed application form to [vacancies@gilberd.com](mailto:vacancies@gilberd.com) with your supporting letter of application addressed to the Headteacher.**

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## SECTION 1

### Post Details

Application for appointment as:

Closing date:

Where did you hear about  
this vacancy?

School Website

Social Media

TES

Essex Job Scene

Word of Mouth

Other (please specify)

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## The Gilbert Way

We show ambition and commitment ~ We act with integrity and compassion

We learn with creativity and resilience.

## 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:

Do you have the right to work in the UK\*?

National Insurance no:

*\*Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will asked to provide proof of your work entitlements.*

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## SECTION 3

### Present Employment

Employer's name and  
address (if applicable):

Nature of business:

Current post title:

Date appointed:

Grade/salary range:

Current salary:

Allowance(s) received:

Value(s):

Notice required:

Reason for seeking other employment:

# SECTION 4

## Current post

Please outline the duties in your current post and explain how these have prepared you for this role.  
(Please include details of subjects recently taught if a teaching post.)

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# SECTION 5

## Employment History

This gives the shortlisting panel an understanding of the roles you have undertaken and the length of time you spent in the roles. It is therefore essential that all information is completed. Please include all full time and part time positions. Please list the most recent first and continue on a separate sheet if necessary.

Employer and address:	Start Date:	End Date:	Job Title:	Full/Part-time (include fte %):	Salary/Grade
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Reason for leaving:

Employer and address:	Start Date:	End Date:	Job Title:	Full/Part-time (include fte %):	Salary/Grade
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Reason for leaving:

Employer and address:	Start Date:	End Date:	Job Title:	Full/Part-time (include fte %):	Salary/Grade
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Reason for leaving:

## SECTION 6

### Breaks in employment history

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, career break, voluntary work, training. There should be no gaps in your employment and education history.

Start date:	End date:	Reason:
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Start date:	End date:	Reason:
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Start date:	End date:	Reason:
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## SECTION 7

### Ability to travel

Do you have a valid driving licence?	Yes	No
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Do you have access to a vehicle which you are able to use for work purposes?	Yes	No
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If not, are you able to travel, for work purposes, by another means of transport?	Yes	No
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## SECTION 8

### Secondary school education (please list most recent first)

School(s):	From:	To:	Qualification/subject obtained and awarding body:	Grade:	Dates of award:
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## SECTION 9

**Continuing education (University/College/Apprenticeships etc.)  
please list most recent first.**

Education Establishments	From:	To:	Qualification/subject obtained and awarding body:	Grade:	Dates:
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## SECTION 10

**Including details of professional association membership**

Do you hold Qualified Teacher Status (QTS)?	Yes	No
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Teacher Reference Number:

Date of NQT Statutory Induction Period (if qualified since August 1999) (statutory requirement for maintained schools)	Start Date:	End Date:
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## SECTION 11

**Please list any other relevant training and development activities  
attended in the last three years:**

Brief description/Course title	Date:	Organising body:
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## SECTION 12

### **Information in support of this application**

Information in support of the application may be submitted within your covering letter. However, we would request that the job description and person specification are used as prompts to describe the experience, skills, competencies and qualifications that make you suitable for this job.

Please be aware that the information given here and/or in your covering letter will be used to shortlist applicants for the role and therefore it is important that you provide enough detail to give a full picture of your skills and experience and how they meet the specific needs of our vacancy.

*If you are applying for a teaching role, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.*

## SECTION 13

### References

Please give the name and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months.

#### Referee 1

Name:

Address:

Position:

Telephone  
Number:

Relationship  
between referee  
and applicant:

Period of time  
applicant known  
to referee:

Email address:

#### Referee 2

Name:

Address:

Position:

Telephone  
Number:

Relationship  
between referee  
and applicant:

Period of time  
applicant known  
to referee:

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 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
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## SECTION 14

### Close Personal Relationships

Are you a relative or partner, or do you have a close personal relationship with, any employee, Trustee or Governor of the establishment to which your application is being made?

**Yes**

**No**

If 'yes', please state the name(s) of the person(s) and relationship (see notes below).

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

## SECTION 15

Please read the following statements and information relating to your application carefully. By submitting this form and clicking on the box below you are certifying that the information you have supplied is accurate and confirming that the declarations are true to the best of your knowledge. Any false information will result in the withdrawal of any offer of employment or, in the event of employment, in disciplinary investigation by the school which may result in dismissal.

### Declaration

I certify that the information I have supplied on this form is accurate and true to the best of my knowledge.

### Disclosure of criminal convictions

Preferred candidates will be asked to complete a Self-Disclosure Form (SD2) and, where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application.

A conviction/caution/reprimand will not necessarily be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment.

### Safer recruitment and childcare disqualification checks

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

Preferred candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2018 ("the Regulations") will be asked to complete a Disqualification Declaration Form. A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available from the school office if you wish to review this Form prior to submitting your application.

### Data Protection

I acknowledge that by completing this form the school will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the school will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice. If I am the successful applicant I acknowledge that this information will be retained in line with the school's retention schedule. If I am not the successful candidate I acknowledge this information will be retained by the school in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.

Signed:

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Name:

Date: