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| Please complete the form in BLACK INK, BLACK BALLPOINT OR TYPESCRIPT |
| Application for appointment as: |

**PERSONAL DETAILS (Block letters please)**

|  |  |
| --- | --- |
| Surname and Title: | Forename(s) |
| Private Address: | Maiden Name |
|  | Date of Birth: |
|  | Mobile Tel: No: |
| Tel No:Email: | Home Tel: No: |
|  | Do you own a car? YES/NO: |
|  | Do you have a valid full driving licence? YES/NO |
|  | National Insurance No. |

PRESENT EMPLOYMENT

|  |  |
| --- | --- |
| Employer’s name and address | Job Title  |
|  | Date appointed  |
|  | Grade  |
|  | Salary  |
|  | Notice required and reason for leaving  |
| Brief outline of duties: |

**PREVIOUS EMPLOYMENT** (continue on a separate sheet if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer** | **From**  |  **To** | **Job Title** | **Salary/Grade** | **Reason for leaving** |
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**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, raising family, voluntary work, training, etc**

# SECONDARY SCHOOL EDUCATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School(s)** | **From** | **To** | **Qualifications obtained** | **Grade** | **Dates** |
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### HIGHER EDUCATION

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| --- | --- | --- | --- | --- | --- |
| **Educational establishment(s)** | **From** | **To** | **Qualifications obtained (include main subjects)** | **Grade** | **Dates** |
|  |  |  |  |  |  |
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**PROFESSIONAL QUALIFICATIONS** (including membership of professional bodies)

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Candidates will be expected to produce original certificates at an interview.

**OTHER TRAINING** (including courses and seminars)

|  |  |  |
| --- | --- | --- |
| **Brief description/course title** | **Date** | **Organising body** |
|  |  |  |

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| **LEISURE ACTIVITIES** (include membership of clubs and societies and positions of responsibility held, voluntary work undertaken etc) |
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**Manningtree High School is committed to being an Equal Opportunities Employer and** **welcomes applications from people with disabilities. If you require additional help with our recruitment process, please call the school.**

 Are you related to any member of the Governing Body of Manningtree High School? YES/NO

 If YES please state the name of person and relationship (see notes)

 .........................................................................................................................................................

Please state the publication in which you saw this post advertised. ………………………………….

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**DETAILS IN SUPPORT OF YOUR APPLICATION**

You are requested to set our below details in support of your application, which should include the reason why you are applying for the post and any other information which you consider appropriate.

Continue on a separate sheet if necessary.

**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 Disclosure and Barring Service in the event of a successful application. A conviction will not necessarily be a bar to obtaining employment.

**Safe recruitment** I certify that I am not on a barred list, 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 with us is appreciated. It is not 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:

**REFEREES**

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.

**Notes:**

* Referees will be contacted before interviews unless otherwise requested. Please tick the box if you **do not** want your referees to be contacted prior to interview
* If you, or your referees were known by another name, please give details**.**
* References will not be accepted from relatives or from people writing solely in the capacity of friends

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| --- | --- | --- |
| **1. Name and Address** | **2. Name and Address** | **3. Name and Address** |
|  |  |  |
|  |  |  |
|  |  |  |
| Position | Position | Position |
| Tel. No: | Tel. No: | Tel. No: |
| Email address: | Email address: | Email address: |

##### NOTES FOR APPLICANTS

1. Any personal information entered on this form may be held on computer files.
2. No covering letter or other material need accompany this form but please write a letter of application on the third page. Testimonials should **not** be enclosed.
3. Original documentary evidence of status (including Degrees and Diplomas) will be required of successful applicants. Supporting evidence of industrial and other experience may be required for salary assessment purposes. Such documents should not accompany this form.
4. Because of the nature of the work for which you are applying this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, you must therefore disclose at the time of application all criminal convictions or cautions, including any which may be “spent” under the Rehabilitation of Offenders Act 1974. In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by Manningtree High School.

**Recruitment monitoring information**

Manningtree High School are committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short listing panel.

Thank you in advance for completing this survey.

Please circle appropriate response.

1. **Ethnic origin** I would describe my ethnic origin as:

|  |  |
| --- | --- |
| 1. White
	1. British
	2. Irish
	3. Other (please specify)
2. Black or Black British
	1. African
	2. Caribbean
	3. Any other Black background (please specify)
 | 1. Mixed
	1. White and Asian
	2. White and Black Caribbean
	3. Any other Mixed background (please specify)
2. Asian or Asian British
	1. Bangladeshi
	2. Indian
	3. Pakistani
	4. Any other Asian Background (please specify)
3. Chinese
4. Other ethnic group please specify
 |

2. **Gender**  Male Female

3**. Age** 16-25yrs 26-35yrs 36-45yrs 46-55yrs 56-65yrs +65yrs

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| 1. **Disability Discrimination Act 1995**

 **Definition of Disability** The definition of disability, as outlined in the Disability Discrimination Act 1995, is as follows:“A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.To be protected under the Act,* An individual must have an impairment which can be physical or mental
* It has to be substantial, that is something more than minor or trivial
* It needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected

**AND*** It must affect their day to day activities on a regular basis.

The effect an impairment may have on day to day activities as defined in the Act as falling within the following categories:-* Mobility
* Manual dexterity
* Physical co-ordination
* Continence
* Ability to lift, carry or otherwise move everyday objects
* Speech, hearing or eyesight
* Memory or ability to concentrate, learn or understand

**OR*** Perception of the risk of physical danger
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**I do** consider myself to have a disability as defined in the Disability Discrimination Act 1995 (as detailed above).

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**I do not** consider myself to have a disability as defined in the Disability Discrimination Act 1995 (as detailed above).

**Data Protection Act**

I hereby give my consent for the Recruitment Monitoring Information on this form 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.

**Signed:**

**Date:**