



SEAX Trust

Company Number: 07747149

Registered Company Address: Fox Crescent, Chelmsford, Essex CM1 2BN

Staff Application Form – Class Support

Applicant Surname (CAPITAL LETTERS):

Please return your completed application form to:

***Mrs Tracey Imhof
Thriftwood School
Slades Lane, Galleywood
Chelmsford, Essex, CM2 8RW***

Or via email: traceyimhof@thriftwoodschool.com

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.

The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All posts are subject to satisfactory medical checks, enhanced DBS clearance and references.

Please complete the application form in **BLACK INK** or **TYPE** (size 10 font or above please) and ensure you complete all the sections. The Declaration must be signed and can be found at the end of this form. If you are completing this form electronically, your typed signature certifies the information you have given when it is sent from an email address in your name.

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 or Trust office.

POST DETAILS

Application for appointment as: **CLASS TEACHER – KEY STAGE 2 – THRIFTWOOD SCHOOL**

At (school name): **THRIFTWOOD SCHOOL & COLLEGE**

Section 1

Personal Details			
Last name and title (Mr/Mrs etc):		First name(s) Please give first and middle names:	
Previous names:		Date of birth:	
Home telephone number:		Home email address:	
Work telephone number:		Work email address:	
Mobile Number:		National Insurance Number:	
Address including postcode:			
Do you have the right to work in the UK? YES NO			
	Please tick the box if you do NOT wish to be contacted at work		

Section 2

Current or most recent Employment Details	
Current (or most recent) employer's name and address:	
If you are not currently employed please state year in which you last held paid employment:	
Nature of business:	
Job title:	Month and year appointed:
Grade/Salary Range:	Salary: £
Length of notice required (or n/a):	Allowance(s) received Type(s):
Reason for leaving:	Allowance Received Value(s): £

Section 3

Brief outline of duties in your current or most recent Job

Please give a general outline only

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Section 4

Previous Employment: Please include all full time and part time positions since leaving education, listing the most recent first and continuing on a separate sheet if necessary:

Employer	Start date MM/YY	End date MM/YY	Job Title	Reason for leaving

Section 5

Breaks in Employment History

If you have had any breaks in employment since leaving school, please give start/end dates for these periods and your activities during these times e.g. unemployment, career break, voluntary work, training etc.

Section 6

Ability to travel (if required)	Yes	No
Do you have a valid driving licence?		
Do you have access to a vehicle which you are able to use for work purposes?		
If not, are you able to travel, for work purposes, by another means of transport?		

Section 7

Secondary School Education				
Please list schools attended with the most recent school first:				
School Name:	Attended From/To:	Qualification Type (eg GCSE) & Subject:	Grade Attained:	Date Attained:

Section 8

Continuing Education					
(University/College/Apprenticeships etc.) Please list most recent first:					
Educational establishments:	From:	To:	Qualifications/subject obtained:	Level/grade:	Dates Attained:

Section 9

Professional Qualifications Including details of professional association memberships:	
Do you hold a Higher Level Teaching Assistant qualification (HLTA qualification)? YES/NO	
If you have answered, 'yes' above, dates of qualification:	Date Started: Date Completed:
Other Qualifications held:	Dates:

Section 10

Other relevant training and development activities attended in the last five years Please list most recent first and continue on a separate sheet if necessary:		
Course Title/Brief Description:	Organising Body:	Date:

Section 11

Information in support of this application

Please use the person specification as a prompt to describe the experience, skills and qualifications that make you suitable for this job. These may have been gained from your work experience, voluntary or community work, or relate to any other organisation you may have been involved with. For class support staff, these may include specialist pupil support experience.

We would also like to know about you personally and you may wish to include details of your interests and why you think you would like to join the SEAX Trust staff.

(Please continue on a separate sheet if necessary.)

Section 12

References

Please give the details of **(1) the last organisation you worked for** and **(2) the organisation prior to that** (if applicable). If you are unable to do this, please state the reason and then **clearly outline who your references are**. Applicants must ensure referees consent to be contacted and for reference information to be held for a period of at least six months.

IMPORTANT requirements in line with our safer recruitment procedures:

- The referees you provide will be contacted **prior to interviews**
- References from other schools can only be accepted if signed by the **Headteacher**
- We **cannot accept** two references from **the same** organisation or school
- References from anyone other than a previous employer will only be accepted from a professional person such as a **doctor, teacher, solicitor** etc
- References **cannot be accepted** from **relatives** or from people writing solely in the capacity of **friends**
- If either of your referees knows you by another name please give details

(1) Full Name of first referee, organisation & address: 	(2) Full Name of second referee, organisation & address:
e-mail address (Must be given)	e-mail address (Must be given)
Telephone number	Telephone number
Position	Position

Section 13

Close Personal Relationships

Are you a relative or partner, or do you have a close personal relationship with, any employee/volunteer*, member of an Academy Committee ('Governor'), Trustee or Member of SEAX Trust?

Failure to disclose a close personal relationship as described above may disqualify you. Canvassing of Members, Trustees, members of Academy Committees (Governors) or Senior Managers of the Trust by you or on your behalf is not allowed.

(*Includes anyone working or volunteering at any of the schools within the SEAX Trust, or directly with the SEAX Trust itself.)

YES/NO

Section 14

For our own information

Please indicate below how you heard about this post eg advert on Essex Jobs website/word of mouth etc:

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Section 15

Please read and tick the following statements and information relating to your application carefully. By submitting this form and ticking the boxes 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/SEAX Trust, which may result in dismissal.

If you are completing this form electronically, your typed signature certifies the information you have given when sent from an email address in your name:

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

Short-listed 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 & Child Care 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.

Short listed candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2009 ("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/SEAX Trust 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/SEAX Trust 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 Trust's retention schedule. If I am not the successful candidate I acknowledge this information will be retained by the school/SEAX Trust in a secure electronic/paper system for no longer than six months from the date of the appointment of the successful candidate. All forms submitted (in paper or electronic format) will be held securely by the school/SEAX Trust in line with their data protection policy.

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.

Signed:

Date: I