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|  | Applicant name (CAPITAL LETTERS): | | |  | | |
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| **Application Form** | | | | | | |
| Please return your completed application form to:  Business Manager  Highwoods Community Primary School  Tynedale Square, Highwoods  Colchester, Essex CO4 9SN  e-mail: admin@highwoodsprimary.com | | | | | | |
| 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** | | | | | | |
| Application for appointment as | |  | | | | |
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| School | |  | | | | |
|  | |  | | | | |
| Closing date | |  | | | | |
|  | |  | | | | |
| Do you need permission to work in the UK? | | Yes |  | | No |  |
| Highwoods Community Primary School is an Academy School and a  company limited by guarantee registered in England and Wales.  Registered Office: Tynedale Square, Highwoods, Colchester, Essex, CO4 9SN  Registered Business Number: 8446789  This information will be stored electronically and on file. Highwoods Community Primary School fully complies with information legislation. For full details on how we use your personal information please see the outline privacy notice on our website at [www.highwoodsprimary.com](http://www.highwoodsprimary.com) or call 01206 845887 if you are unable to access the internet.  This document is available on request in large print or Braille, on audio tape or disk. | | | | | | |

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| **Personal details** | | | | | |
| Last name and title |  |  | First name(s) |  |
|  |  |  |  |  |
| Previous names |  |  | Date of birth |  |
|  |  |  |  |  |
| Home telephone number |  |  | Home email address |  |
|  |  |  |  |  |
| Work telephone number |  |  | Work email address |  |
|  |  |  |  |  |
| Address |  | | | |
|  |  |  |  |  |
|  |  |  | National Insurance number |  |
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| Please tick the box if you **do not** wish to be contacted at work | | | | |

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| **Present employment  If currently employed** | | | | | |
| Employer’s name and address | | | | |
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|  |  |  |  |  |
| Nature of business |  | | | |
|  |  |  |  |  |
| Job title |  | | | |
|  |  |  |  |  |
| Date appointed |  |  | Current salary (point) |  |
|  |  |  |  |  |
| Grade/Salary spine |  |  | Allowance(s) received |  |
|  |  |  |  |  |
| Notice required |  |  | Allowance value |  |
|  |  |  |  |  |
| Reason for leaving |  | | | |

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| **Brief outline of duties in your current or most recent job** | | | | | |
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| **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** | | | | | | |
| Employer | Start date | End date | 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, long periods of sickness etc. |
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| **Mobility** | | | | | |
| Please complete this section if the Person Specification for the post includes these requirements | | | | |
| Do you have a valid driving licence? | Yes |  | No |  |

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| **Secondary school education** | | | | | | |
| School(s) | From | To | Qualification/subject obtained & awarding body | Grade | Dates |
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| **Continuing education  University/college/apprenticeships etc - please list most recent first** | | | | | | |
| Educational establishment | From | To | Qualification/subject obtained & awarding body | Grade | Dates |
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| **Professional qualifications  Including details of professional association membership** | |
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| 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 |  |

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| **Other relevant training and development  activities attended in the last 5 years\*** | | |
| Brief description/course title | Date | Organising body | |
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\* Please list the most recent first and continue on a separate sheet if necessary

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| **Information in support of this application** | |
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| 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. |
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| **References** | | | | | |
| 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 |  |  | Name |  |
|  |  |  |  |  |
| Address  (including postcode) |  |  | Address  (including postcode) |  |
|  |  |  |  |  |
| Position |  |  | Position |  |
|  |  |  |  |  |
| Telephone number |  |  | Telephone number |  |
|  |  |  |  |  |
| Email address |  |  | Email address |  |
|  |  |  |  |  |
| Notes:  (i) Referees will be contacted before interviews unless otherwise requested (see below).  (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  **Please tick the box if you do not wish your referees to be contacted prior to interview** | | | | |

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| **Close personal relationships** | |
| Are you a relative or partner, or do you have a close personal relationship with, any employee or Governors of the establishment to which your application is being made or to any Highwoods Community Primary School? If ‘yes’ please state the name(s) of the person(s) and relationship. (see notes below) |

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|  | Yes |  | No |  |
| Failure to disclose a close personal relationship as above may disqualify you. Canvassing of Governors, Senior Leaders or staff of Highwoods Community Primary School by or on your behalf is not allowed. | | | | |

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| **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.  **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.  **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.  **Correspondence**  Thank you for applying for this post. Your interest in working with us is very much 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 |  |