

Headteacher: Mr R.A. Harris BSc, MSc  
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## THE FITZWIMARC SCHOOL - TEACHING APPLICATION FORM

Please complete all sections in black ink or type. The Declaration (section 9) must be completed and signed.

Post Applied for: \_\_\_\_\_

### 1. Personal Details.

Title:	Last Name:	First Name(s):
All previous names:		Date of Birth:
Present Address:		Home telephone number:
		Mobile or work telephone number:  Please tick if you do not wish to be contacted at work <input type="checkbox"/>
		Email address:
Do you have Qualified Teacher Status? Yes <input type="checkbox"/> No <input type="checkbox"/>  Teacher Ref Number: _____		If 'Yes' - Date NQT Statutory Induction Period (if qualified since August 1999)  Started: _____ Completed: _____
National Insurance number:		Do you have the right to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>

### 2. Present Employment. (NQTs should give details of their training provider and main Teaching Practice School)

Employer's name and address:	No on Roll:	Ages and Levels Taught:
	Current Grade:	Allowances (Types and Values): Type:
	Current Salary: £	Value: £
	Period of Notice:	
Job Title (incl TLRs):	Date Appointed:	
Subjects Taught:	Reason for leaving:	
Brief outline of responsibilities:		

**3.Previous employment.** Please include all full time and part time positions. Please list most recent first. Continue on a separate sheet if necessary.

Job Title	Name & address of School/employer	No. on roll	F/T or P/T	Dates		Grade	Salary & Allowances	Reason for leaving
				From (MM/YY)	To (MM/YY)			

**4.Breaks in Employment History.** If you have had any breaks in employment, give details of these periods and your activities during these times e.g. unemployment, career break, voluntary work, training etc.

From	To	

**5.Education** Please list most recent first. Please continue on a separate sheet, if necessary.

School/College/ University/ Educational Establishment	Date		Qualification/subject obtained and awarding body	Grade/ level
	From MM/YY	To MM/YY		

**6.Other relevant training and development activities.** Please include details of relevant professional or personal development completed in the past five years. Please list most recent first. Continue on a separate sheet(s), if necessary.

Name of Course	Organising Body	Brief Description of course content	Date(s)

**7.Statement in support of your 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).

## 8. References

Please give the names and addresses of your two most recent employers (if applicable). Your current or most recent Headteacher should be your first referee (or training provider for NQTs). If you are unable to do this, please clearly outline who your referees are. **Applicants must ensure referees consent to being contacted (by post/email) and for reference information to be held for a period of 6 months. Please note references will be requested short-listed candidates prior to interview.** The School may contact other previous employers for a reference with your consent. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Full Name:	Full Name:
Job Title:	Job Title:
Address:	Address:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
Relationship between referee and applicant:	Relationship between referee and applicant:
Period of time applicant known to referee:	Period of time applicant known to referee:

If either of your referees know you by another name, please give details:

## 8. Close Personal Relationships

Are you a relative or partner, or do you have a close working relationship with, any employee or Governor of the school? If 'YES' please provide details.

**YES** ☐ **No** ☐

Failure to declare such a relationship may disqualify you. Canvassing of Governors or Senior Staff Members by or on your behalf is not allowed.

## 9. Declaration.

**Please read the following statements and information relating to the application carefully. By submitting this form and ticking the box below you are certifying that the information supplied is accurate and confirming that the declarations made 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, and is likely to 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) to disclose whether they have:

- Any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or
- Any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance notes are available to accompany the SD2 form to assist candidates with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.

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 person's criminal record will not in itself 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 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 used 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. All forms submitted (in paper or electronic format) will be held securely by the school in line with their data protection policy.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Thank you for taking the time to apply for this post**

**It is not The FitzWimarc Schools practice to acknowledge receipt of paper applications. If you submit this form electronically you will receive confirmation that the form has been received.**