Applicant name (CAPITAL LETTERS):



**Application Form**

 Please return your completed application form to:

 Personnel Officer

 THE GILBERD SCHOOL

 A MATHEMATICS AND COMPUTING COLLEGE
 Brinkley Lane
 Colchester
 Essex
 CO4 9PU

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.

**Section 1**

**Post details**

Application for appointment as:

School:

Reference no. (if applicable)

Closing date:

Do you need permission to work in the UK?

**This document is available on request in large**

**print or Braille, on audio tape or disk**.





**Achieving**

**quality**

**through**

**equality**

**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: Mobile Telephone:

**Section 2**

National Insurance No.

Please tick the box if you do **not** wish to be contacted at work

**Present Employment** (if currently employed)

Employer's name and address (if applicable):

**Section 3**

Nature of business:

Job title: Date appointed:

Grade/Salary Spine: Current Salary (Point):

Notice required: Allowance(s) received:Type(s):

Reason for leaving: Value(s): £

**Section 4**

**Brief outline of duties in your current or most recent job**.

**Section 4**

**Section 5**

**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 End Job Title: Salary/Grade: Reason for leaving:

Date: Date:

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**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, raising family, voluntary work, training, long periods of sickness etc.

**Section 7**

**Mobility** (Please complete this section if the Person Specification for the post includes these requirements)
Do you have a valid driving licence? Yes No

Do you have access to a vehicle which you are able to use for work purposes? Yes No

If not, are you able to travel, for work purposes, by another means of transport? Yes No

**Secondary School Education**

School(s): From: To:

Qualification/subject obtained & awarding body:

Grade:

**Section 8**

Dates:

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**Section 9**

**Continuing Education\*** (University/College/Apprenticeships etc.) Please list most recent first.

Qualification/subject obtained & awarding body:

Educational establishments:

Grades Dates

From: To:

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**Section 10**

**Professional qualifications** Including details of professional association membership

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

If yes please complete the following:

Date Statutory Induction Period (if qualified since August 1999) started: completed:

General Teaching Council Registration date:

**Section 11**

**Other relevant training and development activities attended in the last 5 years**\*

 Brief description/Course title: Date: Organising Body

(Please list the most recent first and continue on a separate sheet if necessary)

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**Section 12**

**Information in support of this 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).

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

**Section 13**

**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 and address:

**□**

Name and address:

**□**

Position:

Telephone number: Fax number:

E-mail address:

Position:

Telephone number: Fax number:

E-mail 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 NB. Please tick the boxes only if you do **not** want your referees to be contacted prior to interview

**Section 14**

**Close Personal Relationships**

Are you a relative or partner, or do you have a close personal relationship with, any employee or Governor of the establishment to which your application is being made or to any County Councillor or employee of Essex County Council? If 'yes' please state the name(s) of the person(s) and relationship, (see notes below)

Yes: □ No: □

Failure to disclose a close personal relationship as above may disqualify you. Canvassing of Governors, County Councillors or Senior Managers of Essex County Council by or on your behalf is not allowed.

**Declaration**

**Section 15**

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.

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 Signed:

applications. However, if you would like to be informed of the outcome

of your application once the selection process has been completed, then date:

please enclose a stamped addressed envelope.

 **Recruitment monitoring information**

Post title: Last name(s): Date of birth:

School:

First name(s)

Essex County Council and the 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 purposes only and will not be seen by the shortlisting panel. This section will be detached from your application form prior to shortlisting.

**The categories below are in line with the 2001** census.

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| **1. Ethnic origin**  |  |  |  |
| ***I would describe my ethnic origin as:*** |  | **4. Asian or Asian British** Bangladeshi |  |
| **1. White** |  | IndianPakistani |  |
| British |  | Any other Asian background  |  |
| Irish |  | Please specify:  |  |
| Any other white background |  |  |  |
| Please specify: |   |  |  |
| **2. Black or Black British** |  | **5. Chinese**Chinese  |  |
| African |  |  |  |
| Caribbean |  | **6. Other ethnic group** |  |
| Any other black background |  | Other ethnic group |  |
| Please specify: |  | Please specify: |  |
| **3. Mixed** |  | **2. Gender** |  |
| White and Asian |  | Female |  |
| White and Black AfricanWhite and Black Caribbean |  | Male |  |
| Any other mixed background |  | **3. Marital Status** |  |
| Please specify: |  | Married |  |
|   |  | Not Married  |  |

**The information contained on this form will be held on a computer file.**

**4. Disability Discrimination Act 1995**

**Before ticking the appropriate box below please first read the definition of disability.**

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 is 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

I **do** consider myself to have a disability as defined

by the Disability Discrimination Act 1995

(as detailed above).

I **do not** consider myself to have a disability as

defined by the Disability Discrimination

Act 1995 (as detailed above).

**Data Protection Act**

I hereby give my consent for the Recruitment Monitoring Information provided 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:**