

# GREAT BADDOW HIGH SCHOOL

## SPECIALISING IN SCIENCE AND SPORT

Duffield Road Chelmsford Essex CM2 9RZ

Telephone: 01245 265821

Email: [admin@gbhs.co.uk](mailto:admin@gbhs.co.uk)

Website: [www.gbhs.co.uk](http://www.gbhs.co.uk)



Company No. 7662023

Headteacher: Mr P Farmer, BA (Hons)

## APPLICATION FORM

Please complete the form fully ensuring that you sign and date the declaration on page six. If submitting the form electronically, please print your name and date on page 6 to confirm the information provided is accurate. Completed forms should be returned to the

HR Manager at the address above or alternatively emailed to [yd@gbhs.co.uk](mailto:yd@gbhs.co.uk)

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

POST APPLIED FOR	
APPLICANT'S NAME (CAPITAL LETTERS)	
DO YOU NEED PERMISSION TO WORK IN THE UK? Yes                      No	If yes please provide details:

### 1. Personal Details

Title	
Surname	
Forename(s)	
Date of Birth	
Previous names (if any)	
E-mail	
Telephone home	
Telephone mobile	
NI Number	

<b>Address (in full)</b>			
<b>Postcode</b>			
<b>Do you hold a valid driving licence?</b>		<b>Yes</b>	<b>No</b>
<b>DfES reference number (teaching only)</b>			
<b>Are you related to any Governor/employee/student of the school?</b>		<b>Yes</b>	<b>No</b>
<b>If yes please give details</b>			

## 2. Current Employment Details

<b>Name and address of employer</b>	
<b>Job Title</b>	
<b>Start Date</b>	
<b>Current Salary and allowances</b>	
<b>Notice required</b>	
<b>Reason for leaving</b>	
<b>Brief outline of duties</b>	

### 3. Previous Employment

*Please list all previous employment starting with the most recent and continue on a separate sheet if necessary.*

Employer	Start date	End date	Job Title	Salary	Reason for leaving

### 4. Breaks in Employment

*If you have had any breaks in employment since leaving school, please provide details of these periods and your activities during these times e.g. unemployment, raising a family, voluntary work, etc.*

**5. Secondary Education**

School	From	To	Qualifications	Grades

**6. Continuing Education**

University/College	From	To	Qualifications	Grades

**7. Other professional qualifications or relevant training or development activities**

## **8. 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 role. These may have been gained from your work experience, any voluntary or community work or any other organisation that you may have been involved with. If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post. (Please continue on a separate sheet if necessary).*

## 9. References

*Please give the details of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.*

<b>Name and address:</b>	<b>Name and address:</b>
<b>Position:</b>	<b>Position:</b>
<b>Telephone number:</b>	<b>Telephone Number:</b>
<b>Email address:</b>	<b>Email address:</b>

*Please note, referees will be contacted prior to interview.*

*Please ensure referees consent to be contacted and for reference information to be held for a period of 6 months.*

*References will not be accepted from relatives.*

### Declaration

Please read the following statements and information relating to your application carefully. By submitting this form and clicking on the box 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 which may 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 that 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 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 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 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.**

## RECRUITMENT MONITORING INFORMATION

**Post title:**

We are committed to ensuring that applicants are selected on the basis of their skills/attributes relevant to job. In accordance with our Equality & Diversity Policy, we provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. In order to monitor how successful this policy is we monitor all job applications. This information will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment.

There is no obligation on you to provide this information. All applicants will be treated the same regardless of whether or not they provide this information. All information will be treated in confidence and will not be seen by the shortlisting panel. The information provided on this form will be converted into anonymised data, stored separately from your application form and only used to provide statistics for monitoring purposes. If you do not wish to answer any of the questions you can select the “prefer not to say” option.

### 1. Age

15 - 19		35 - 39		55 - 59			
20 - 24		40 - 44		60 - 64			
25 - 29		45 - 49		65 - 69			
30 - 34		50 - 54		70 +		Prefer not to say	

### 2. Gender

Male		Female		Other		Prefer not to say	
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### 3. Marital Status

Married (opposite sex)		Married (same sex)		Other	
Civil partner		Single		Prefer not to say	

### 4. Ethnic Origin

Asian/Asian British - Bangladeshi		Mixed – White and Asian	
Asian/Asian British - Indian		Mixed – White and Black African	
Asian/Asian British - Pakistani		Mixed – White and Black Caribbean	
Asian/Asian British - Other		Mixed other	
Black/Black British - African		White – British	
Black/Black British - Caribbean		White – Irish	
Black/Black - Other		White – Other	
Chinese		Other – please specify	
Prefer not to say			

**Continued overleaf**



## 5. Sexual Orientation

Heterosexual		Gay woman/ Lesbian		Prefer not to say	
Bisexual		Gay man		Other – please specify	

## 6. Disability

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

The definition of disability, as outlined in the Equality Act 2010 is as follows: *‘a physical or mental impairment which has a substantial and long term negative 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 more, or is likely to last for the rest of the life of the person affected (long term includes conditions which fluctuate or may recur such as cancer, HIV/AIDS and multiple sclerosis) **and**
- It must affect their day-to-day activities on a regular basis (day-to-day activities includes things such as reading, lifting and carrying objects, personal care, shopping, meeting and communicating with people.

Do you consider yourself to have a disability?

Yes		No		Prefer not to say	
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## Data Protection

I hereby acknowledge that the data provided on this form will be anonymised and then collated and held in a central electronic file/format within a period of 4 working weeks, after which time this form will be destroyed. I acknowledge that the data is collated for the purposes of equal opportunities monitoring and will be processed in accordance with the Data Protection Policy. I acknowledge that information about how my data is used is provided in the Recruitment Monitoring Privacy Notice.

**Signed:**

**Date:**