**Application Form**

**Section 1**

Please return your completed application form to:

The Headteacher

Shenfield High School

Alexander Lane

Shenfield

Essex CM15 8RY

Thank you for your interest in working with us.

The following information is necessary to ensure that full consideration can be given to all candidates.

The information will be treated as confidential.

|  |
| --- |
| **Post Details** |
| Application for appointment as: |
| Applicant Surname |
| Closing date: |
| Do you need permission to work in the UK?  YES  NO |
|  |



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**Section 3**

**Section 4**

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

|  |  |  |
| --- | --- | --- |
| **Personal Details** | | |
|  | | |
| Last name and title: | | First name(s): |
| Previous Surname(s): |  | |
| Date of birth: | National Insurance No. | |
| Home telephone number: | | Work telephone number: |
| Home email address: | | |
| Work email address: | | |
| Address: | | |
| Please click on the box if you do not wish to be contacted at work | | |
|  | | |
|  | | |

**Section 2**

|  |  |
| --- | --- |
| **Present Employment** (if currently employed) | |
| Employer’s name and address (if applicable) : | |
| Nature of business: | |
| Job title: | Date appointed: |
| Grade/Salary Spine: | Current Salary Point: |
| Notice required: | Allowances received: Type(s) |
|  | Value(s): £ |
| Reason for leaving: | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Please list the most recent first and continue on additional  information sheet at the end of this document if necessary | | | | | | |
| **Employer** | **From** | **To** | **Job Title** | **Salary/Grade** | **Reason**  **for leaving** | |
|  |  |  |  |  |  |

**Section 5**

**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, 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

**Section 8**

**Section 9**

|  |  |  |
| --- | --- | --- |
| **Professional Qualifications**  Including details of professional association membership | | |
| Do you hold Qualified Teacher Status (QTS)? Yes  No | | |
| If you are a qualified teacher please complete the following: | | |
| Date Statutory Induction Period (if qualified since August 1999) | | |
| started: | completed: | |
| General Teaching Council Registration date: | | GTC Reg/No |
| DFS Number : | | |

**Section 10**

**Section 11**

**Other relevant training and development activities   
attended in the last 4 years\***

|  |  |  |
| --- | --- | --- |
| Brief description/Course title | Date | Organising Body |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Secondary School Education** | | | | | |
|  | | | | | |
| **School(s)** | **From** | **To** | **Qualification/**  **subject** **obtained** | **Grade** | **Dates** |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Continuing Education \*  (**University/College/Apprenticeships etc.) Please list most recent first. | | | | | |
| **Educational establishments** | **From** | **To** | **Qualification/**  **subject** **obtained** | **Level/Grade** | **Dates** |
|  |  |  |  |  |  |
|  | | | | | |

**Section 12**

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

**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/Job Description (please use continuation sheet at the end of this document if necessary). If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to this post.

**Section 13**

**Section 14**

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| --- |
| **Family Relationships** |
| Are you a relative or partner, or do you have a close personal relationship  with any Governor or employee of Shenfield High School? Yes No |
| If ‘Yes’, please state the name(s) of the person(s) and relationship (see notes below) |
|  |
| Failure to disclose a family relationship as above may disqualify you. Canvassing of Governors or employees of Shenfield High School on your behalf is not allowed. |

|  |  |  |
| --- | --- | --- |
| **References** | | |
| Please give the names and addresses of your two most recent employers  (if applicable). If you are unable to do so, please clearly outline who your references are.  Please note that the school must have two written references prior to interview. | | |
| Name and address: | | Name and address: |
|  | |  |
| Position: |  | Position: |
| Relationship: |  | Relationship: |
| Telephone number: |  | Telephone number: |
| Fax number: |  | Fax number: |
| E mail address: |  | E mail address: |
| Note:   1. Referees will be contacted before interviews. 2. If either of your referees know you by another name please give details. 3. The school/ County Council may contact other previous employers for a reference with your consent. 4. References will not be accepted from relatives or from people writing solely in the capacity of friends. | | |

**Section 15**

**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**

Please complete the ‘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.

**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.

**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.

|  |  |  |
| --- | --- | --- |
| ***Signed:*** |  | ***Date:*** |

**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.

**Equal Opportunities Policy**

Shenfield High School intends no discrimination whether against or in favour of any employee or applicant for employment, except in circumstances where compulsory redundancy would otherwise be caused.

Nevertheless, the school is aware of the difficulties faced by minority racial groups, women and the disabled, in finding suitable employment and in securing promotion, which are increased at a time of high unemployment and a restricted job market.

The school recognises its obligations to all such members of the community equally with its obligations to others and its policy is, therefore:

* That members of minority racial groups, people of either sex and the disabled should be given equal consideration when applying for employment, having regard to the individual aptitudes and abilities of all candidates in relation to the requirements of the job
* That those groups should be given equal consideration for training, career development and promotion
* To consider the practicability where necessary of adapting premises and equipment and providing special aids in the case of the disabled
* To maintain a close liaison with the Disablement Resettlement Officers of the Department of Employment on applications for employment and on training for the disabled.

The school reminds all members of its staff that each individual employee has obligations not to discriminate against minority racial groups, people of either sex or the disabled. All employees are required to comply with the Equal Opportunities Policy and to co-operate in measures introduced by the school to implement it. Failure to do so may result in disciplinary action.

Any employee having a complaint as to discrimination or victimisation relative to the school’s Equal Opportunities Policy or the legislation to which it relates should raise the matter with the Headteacher and, if the complaint is not then, or subsequently, resolved, it may be referred for determination by the appropriate Governors’ Committee.

I do consider myself to have a disability as by the Disability Discrimination Act 1995   
(as detailed above)

I do not consider myself to have a disability as by the Disability Discrimination Act 1995 (as detailed above)

**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 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



Disclosure of criminal convictions

(Spent and unspent)

**Notes of guidance and disclosure form**

It is the County Council’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions. In addition you are required to disclose any cautions which have not expired or any pending prosecutions.

In addition, as the post for which you are applying is one that will give you substantial unsupervised access to children and young people it is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Orders from time to time enacted and in force. You are therefore required to disclose ‘spent’ as well as ‘unspent’ criminal convictions, cautions and any pending prosecutions against you.

The information you provide (by completing the attached form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.

Disclosure of a conviction, caution or pending prosecution does not necessarily mean that you will not be appointed; a person’s suitability will be looked at as a whole in the light of all the information available, and in accordance with the County Council’s policy on the employment of ex-offenders, a copy of which can be obtained from the Council. A main consideration will be whether the offence is one which would make a person unsuitable to work in the capacity of the post applied for.

A conviction includes:

a) a sentence of imprisonment, youth custody or in a young offenders institution;

b) an absolute discharge, conditional discharge, bind over;

c) a fit person order, a supervision or care order, a probation order or community punishment order or an approved school order arising from a criminal

conviction;

d) a simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces;

e) detention by direction of the Home Secretary;

f) remand centres, secure training centres or in secure accommodation;

g) a suspended sentence;

h) a fine or any other sentence not mentioned above.

Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept or do any work in a ‘regulated position.’

As the post for which you are applying falls within the category for which a criminal record disclosure is required, if you are selected for appointment, you will be required to apply for a standard or enhanced\* Criminal Records Bureau (CRB) disclosure. A refusal to make such an application could prevent your employment. Any information provided by the CRB will be kept securely whilst it is being considered and will then be destroyed. No record will be kept relating to any specific offence identified by the disclosure.

Failure to disclose convictions, cautions and any pending prosecutions may, in the event of employment, result in dismissal or disciplinary action by the County Council.

For posts subject to a standard CRB Disclosure, a previously issued standard or enhanced disclosure will be accepted provided it was issued no more than 2 years before the date the appointment is due to be effective. For posts subject to an enhanced disclosure a previously issued enhanced disclosure will be accepted provided it was issued to more than 2 years before the commencement of the new post and was issued in respect of a post directly employed by ECC or in an Essex Maintained School.

Please complete the attached form and return it to the address on the application form.

STANDARD DISCLOSURES are primarily for positions that involve regular contact with those aged under 18 or people of all ages who may be vulnerable for other reasons.

ENHANCED DISCLOSURES are for posts involving greater contact with children and vulnerable adults.

PSL 641N-6/2000



Please read carefully the accompanying notes and then enter any convictions and cautions below.

**Please enter NONE if applicable**

Offence

Date of conviction/caution

Offence

Please list below details of any pending prosecutions

**Please enter NONE if applicable**

Court to which summoned

Appearance date

Alleged offence

I certify that:

i) I have read and understood the attached guidance notes;

ii) to the best of my belief, the information I have entered is true and I understand that any false information or failure to disclose criminal convictions will result, in the event of employment, in a disciplinary investigation by the County Council, and is likely to result in dismissal.

Name (please use CAPITALS)

Signature:

Date:

Post applied for:

PSL 641N-6/2000

Form SD2

**Employment for Ex-offenders**

**Information for Applicants**

Shenfield High School has adopted policies and procedures with regard to the Employment of Ex-offenders and Criminal Records checks as recommended by the Local Education Authority (Essex County Council).

The School has a policy requiring all job applicants to declare criminal convictions which are ‘unspent’ as defined by the Rehabilitation of Offenders 1974 from time to time enacted and amended. It additionally requires declaration of ‘spent’ convictions for employment involving access to certain categories of vulnerable persons, as allowed for and defined by the Exceptions Order associated with the Employment of Offenders legislation. Further details are given in the declaration forms which will be sent to shortlisted candidates. Checks are also made against lists held by the County Council which contain information of which employers may wish to be aware prior to confirming appointments.

For staff whose normal duties involve carrying out work of any sort in an educational institution or day care premises and/or caring for, training, supervising or being in sole charge of children (under 18), checks are also made on applicants’ criminal records through the Criminal Records Bureau (CRB).

The CRB charges a fee for each check and this will be paid by the school on behalf of the successful applicant.

For relevant posts, employment will not be confirmed until a satisfactory Criminal Records Disclosure Certificate has been received by the employer. A previously issued Criminal Records Disclosure Certificate will only be accepted in certain restricted circumstances and you should speak to the school if you already possess a Criminal Records Disclosure Certificate.

The post you have applied for is subject to self-declaration of ‘spent’ and ‘unspent’ convictions and to an Enhanced Criminal Records Disclosure.

Self-declarations and Criminal Records will be taken into account for recruitment purposes only and the conviction is relevant. Having a Criminal Record will not necessarily bar you from employment. This will depend on the background, nature and circumstances of your offence(s). For posts subject to a Criminal Records Bureau Check, a copy of the County Council’s policy on the employment of ex-offenders is attached for information.

Essex County Council and the School meet the requirements of the Criminal Records Bureau and its Code of Practice in relation to the processing, handling and security of Disclosure information. If you would like to see a copy of the Criminal Records Bureau Code of Practice, please contact the School who will arrange for a copy to be sent to you.