

GREAT BADDOW HIGH SCHOOL

SPECIALISING IN SCIENCE AND SPORT

Duffield Road Chelmsford Essex CM2 9RZ

Telephone: 01245 265821

Email: admin@gbhs.co.uk

Website: www.gbhs.co.uk



Company No. 7662023

Headteacher: Mr P Farmer, BA (Hons)

APPLICATION FORM

Please complete the form fully in black ink, ensuring that you sign and date the declaration on page six. Completed forms should be returned to the HR Officer at the address above or alternatively emailed to recruitment@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	

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

2. Current Employment Details

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

3. Previous Employment

<i>Please list all previous employment starting with the most recent</i>					
Employer	Start date	End date	Job Title	Salary	Reason for leaving

4. Breaks in Employment

<i>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.</i>
--

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.

Name and address:	Name and address:
Position:	Position:
Telephone number:	Telephone Number:
Email address:	Email address:

Please note referees will be contacted prior to interview.

References will not be accepted from relatives.

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 Shortlisted candidates will be required to complete a self-disclosure form which will allow the school to undertake a Disclosure and Barring Service check for the successful candidate. 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 a 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:

Thank you for applying for this post. Your interest in working with us is very much appreciated. However due to the general volume of applications and environmental considerations it is not our practice to acknowledge receipt of applications.

RECRUITMENT MONITORING FORM

Candidate name:

Post title:

The school is 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 policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the shortlisting panel. This section will be detached from the application form prior to shortlisting. If you do not wish to share this information, 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		Prefer not to say	
------	--	--------	--	-------------------	--

3. 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			

4. Sexual Orientation

Heterosexual		Lesbian		Transgender	
Bisexual		Gay		Other – please specify	
Prefer not to say					

Continued overleaf

5. Disability

Before ticking the appropriate box below please read the 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 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. The effect of your impairment on everyday activities is considered as it would be without medication or aids. The only exception is eyesight which should be judged when an individual is wearing their usual lenses or spectacles.)

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).	
I prefer not to say	

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on a 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: