

Application Form



PLEASE NOTE: If this form opens in your web browser and you wish to complete it online you should save it to your computer. Once saved, you will need Adobe Acrobat Reader to complete it. You can download Adobe Acrobat Reader [here](#).

Applicant Surname (CAPITAL LETTERS):

Please return your completed application form to

The Headteacher's PA, Adele Beckman on: abeckman@corver.rmplc.co.uk or post to
Cornelius Vermuyden School
Dinant Avenue
Canvey Island
Essex
SS8 9QS

Thank you for your interest in this post.

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. When submitting this form electronically you will be required to confirm the information is accurate by ticking the box in section 15.

SECTION 1

Post Details

Application for appointment as: _____

School: Cornelius Vermuyden School

Reference no. (if applicable) _____

Closing date: _____

Personal Details

Last name and title: _____ First name(s): _____

Previous names: _____ Date of birth: _____

Home telephone no: _____ Home email address: _____

Work telephone no: _____ Work email address: _____

Address: _____

_____ National Insurance no: _____

Do you have the right to work in the UK? Yes ☐ No ☐

Present Employment (if currently employed)

Employer's name and address (if applicable):

Nature of business: _____

Current post: _____ Date appointed: _____

Grade/salary range: £ _____ Current salary: £ _____

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

Reason for leaving: _____ Values: £ _____

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

Brief outline of duties in your current or most recent job

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.

[illegible]

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, career break, voluntary work, training.

Start date	End date	Reason for break
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Ability to travel (if required)

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 (Please list most recent first)

School(s)	From	To	Qualification/subject obtained and awarding body	Grade	Dates

Continuing Education (University/College/Apprenticeships etc.)

Please list most recent first

Education establishments	From	To	Qualification/subject obtained and awarding body	Level / Grade	Dates
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Professional Qualifications (including details of professional association membership)

Do you hold Qualified Teacher Status (QTS)? ☐ Yes ☐ No Teacher Reference No.: _____

If yes please complete the following:

Date NQT Statutory Induction Period (If qualified since August 1999) Started: _____

Completed: _____

Other relevant training and development activities attended in the last five years

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

Brief description/Course title

Date

Organising body

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.*

References

Please give the name and address of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months

1. Name and address:

2. Name and address:

Position: _____

Position: _____

Telephone number: _____

Telephone number: _____

Relationship between referee and applicant: _____

Period of time applicant known to referee: _____

Email address: _____

Email address: _____

- Note: (i) Referees will be contacted before interviews.
- (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 without your consent.
- (iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.

Close personal relationships

Are you a relative or partner, or do you have a close personal relationship with, any employee, Trustee, 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, Trustees, County Councillors or Senior Managers of the School/Essex County Council by or on your behalf is not allowed.

continued overleaf

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

Short-listed candidates will be asked to complete a Self-Disclosure Form (SD2) and, 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 conviction/caution/reprimand will not necessarily 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**

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.

Short listed 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 Act**

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.

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.

Name: _____ Date: _____

Signed: _____

continue overleaf to the Self-Disclosure (SD2) Form.

Disclosure of Criminal Convictions / Cautions
/ Reprimands / Bind overs

(Spent and Unspent)



Essex County Council

1. Convictions and Cautions (Please enter NONE if applicable)

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

Offence	Date of conviction / caution / reprimand / bind over	Sentence
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2. Pending Prosecutions (Please enter NONE if applicable)

Please list below details of any pending prosecutions.

Court to which summoned	Appearance Date	Alleged offence
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I certify that:

- 1) I have read and understood the attached guidance notes;
- 2) 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 / Governing Body, and is likely to result in dismissal.

Name (CAPITALS): _____

Post applied for: _____

Signed: _____ Date: _____

SD2 Notes of Guidance

1. 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'.
2. 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 or reprimands or bind overs and any pending prosecutions against you in line with the requirements below.
3. The rules as to when a conviction or caution will be filtered are set out in legislation. This states that a certificate must include the following:
 - Cautions relating to an offence from a list agreed by Parliament (see below)
 - Cautions given less than 6 years ago (where individual 18 or over at the time of caution)
 - Cautions given less than 2 years ago (where individual under 18 at the time of caution)
 - Convictions relating to an offence from a prescribed list (see below)
 - Where the individual has more than one conviction, offence all convictions will be included on the certificate (no conviction will be filtered)
 - Convictions that resulted in a custodial sentence (regardless of whether served)
 - Convictions which did not result in a custodial sentence, given less than 11 years ago (where individual 18 or over at the time of conviction)
 - Convictions which did not result in a custodial sentence, given less than 5.5 years ago (where individual under 18 at the time of conviction)

[A list of offences which will never be filtered from a criminal record check has been taken from legislation.](#)
4. The information you provide (by completing the form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.
5. Disclosure of a conviction, caution, reprimand, bind over 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 Governing Body's policy on the employment of ex-offenders, a copy of which can be obtained from the Governing Body. 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. If you disclose information which you are not required to, this will be disregarded. Any information provided which is not relevant to employment will be disregarded.

6. 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. 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.
7. A caution is a formal warning about future conduct given by a Senior Police Officer, usually in a police station, after a person has admitted an offence. It is used as an alternative to a charge and positive prosecution.
8. A reprimand has replaced a caution for young people under 15. A young person given a second formal warning about future conduct is then given a formal warning.
9. A bind over is an order which requires the defendant to return to Court on an unspecified date for sentence.
10. Driving offences must be declared unless excluded by the criteria in 3. above.
11. Failure to disclose convictions, cautions, reprimands or bind overs and any pending prosecutions may, in the event of employment, result in dismissal or disciplinary action by the Governing Body. 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 an enhanced Disclosure & Barring Service (DBS) disclosure. A refusal to make such an application could prevent your employment.
12. The information provided on this form will be held and processed in line with the school's Data Protection Policy. The school will use/process this information for the duration of the recruitment process. This information will be shared with the shortlisting/interviewing panel, the authorised administrative officer and HR (where recruitment advice is sought). Any further sharing of this information will not take place without seeking your prior written consent.

If you are using Adobe Reader or Acrobat on a Mac, click the submit button to send your completed application form via email.

Otherwise, save the completed document to your computer and attach it via email to:
The Headteacher's PA, Adele Beckman, at abeckman@corver.rmplc.co.uk.



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