

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

If you have any special requirements and/or require reasonable adjustments to enable you to complete this form and/or during the recruitment process please contact the school office.

Please return completed application form to:			
Position			
School		Closing Date	

Personal Information			
Forename name(s)			
Surname			
Previous name(s)			
Title		Date of Birth	
Address			
Telephone	Postcode		
	Home		
	Work		
	Mobile		
Personal Email			
Work Email			
National Insurance no.			
Do you have the right to work in the UK	Yes	No	

Present Employment (If currently employed)			
Employer's Name & Address			
		Postcode	
Nature of business			
Current post title			
Date appointed			
Grade/Salary range		Allowance(s) received: Type(s):	
Current Salary			
Notice required			
Reason for leaving			
Please tick this box if you do not wish to be contacted at work			

## Previous Employment

Please include all full time and part time positions. list the most recent first and continue on a separate sheet if necessary

Employer	Start date	End date	Job title	Reason for leaving

## Brief outline of duties in your current or most recent job

## 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

## 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?	Yes	No
If not, are you able to travel for work by other means?	Yes	No

## Secondary School Education

Please list most recent first

School(s)	From	To	Qualification/Subject obtained and awarding body	Grade	Date

## Continuing Education

University/College/Apprenticeships

Please list most recent first

Education Establishments	From	To	Qualification/Subject Obtained and awarding body	Grade	Dates

## Professional Qualifications

Including details of professional association membership

Do you hold Qualified Teacher Status (QTS)?		Yes	No
Teacher Reference Number			
If yes, please complete the following			
Date NQT Statutory Induction Period (if qualified since August 1999) (statutory requirement for maintained schools)			
Started		Completed	

## Other relevant training and development

Please list relevant training and development activities attended in the last five years.

Please list the most recent first and continue a sperate 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 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 addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. In the case of school references, this should be the Headteacher (or Chair of Governor for Headteacher applications) Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months.

### Referee 1

Name			
Address			
Position			
Telephone number		Email	
Relationship between referee and applicant			
Period of time applicant known to referee			

### Referee 2

Name			
Address			
Position			
Telephone number		Email	
Relationship between referee and applicant			
Period of time applicant known to referee			

### 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 with 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          If 'Yes' please provide details below:

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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.

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 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.

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 applications.

Name	
Signed	
Date	