

GREAT BADDOW HIGH SCHOOL

A SPECIALIST SCIENCE & SPORTS COLLEGE

Duffield Road Chelmsford Essex CM2 9RZ

Telephone: 01245 265821 Facsimile: 01245 348614

Email: admin@gbhs.co.uk

Website: www.gbhs.co.uk



Company No. 7662023

Headteacher: Mrs C Lynch, BA (Hons)

Application Form

Please complete the form fully in black ink, ensuring that you sign and date the declaration. 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.

The school may contact other previous employers for a reference without your consent.

10. Declaration

Please read the following statements and information relating to your application carefully. By submitting this form, you are certifying that the information you have supplied is accurate and confirming they 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

Shortlisted candidates will be required to complete a self-disclosure form (SD2) and 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 sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post.

Data Protection

I acknowledge 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 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. Due to the general volume of applications and environmental considerations it is not our normal practice to acknowledge receipt of applications.

Signed:

Date: