

# Application Form

Applicant Surname (CAPITAL LETTERS): \_\_\_\_\_

Please return your completed application form to:

HR Officer  
Keys Co-Operative Academy Trust  
Heybridge Co-Operative Academy  
The Street  
Heybridge, Essex  
CM9 4NB

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. If you submit this form electronically you will be required to provide a signed copy of your completed application before any employment decision can be confirmed.

## Post details

### Section 1

Application for appointment as: \_\_\_\_\_

School: \_\_\_\_\_

Reference no. (if applicable) \_\_\_\_\_

Closing date: \_\_\_\_\_

Do you need permission to work in the UK? Yes No

This document is available on request in large print or  
Braille, on audio tape or disk

## Personal details

### Section 2

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:

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

## Present employment (if currently employed)

### Section 3

Employer's name and address (if applicable):

Nature of business:

Job title:

Date appointed:

Grade/salary range:

Current salary: £

Notice required:

Allowance(s) received: Type(s)

Reason for leaving:

Value(s): £

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

### Section 4

## Section 5

Employer	Start date	End date	Job title	Salary/ Grade	Reason for leaving

## Section 6

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.

## Section 7

(Please complete the 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

School(s)	From	To	Qualification/subject obtained and awarding body	Grade	Dates
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## Section 9

Educational establishments	From	To	Qualification/subject obtained and awarding body:	Level/ Grade	Dates
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Educational establishments	From	To	Qualification/subject obtained and awarding body:	Level/ Grade	Dates

## Section 10

Do you hold Qualified Teacher Status (QTS)?      Yes      No

Teacher Reference Number:

**If yes please complete the following:**

Date Statutory Induction Period (if qualified since August 1999)

started: completed:

## Section 11

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

Brief description/Course title	Date	Organising body
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## 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

### Section 13

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Name and address:

Name and address:

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Fax number: \_\_\_\_\_

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 Academy Trust 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

### Section 14

Are you a relative or partner, or do you have a close personal relationship with, any employee or Governor of the Academy Trust? 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, 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 signing and submitting this form you certify and confirm the declarations are true to the best of your knowledge.

## 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

Short-listed candidates will be asked to complete a Self-Disclosure Form (SD2) and, where appropriate, a disclosure/status check will be sought from the Disclosure and Barring Service in the event of a successful application. A conviction/caution/reprimand will not necessarily be a bar to obtaining employment.

## Safer Recruitment and Childcare Disqualification Checks

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.

Short listed candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2009 ("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. By signing this application form you acknowledge and consent to completing the Disqualification Declaration Form if you are shortlisted for a relevant post in a setting covered by the Regulations.

## 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.

## Correspondence

Thank you for applying for this post. Your interest in working for us is very much appreciated. It is not our 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.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

# Recruitment monitoring information

Post title: \_\_\_\_\_

**Keys Co-Operative Academy Trust 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
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## 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 – Chinese	Mixed other
Asian/Asian British – Other	White – British
Black/Black British – African	White – Irish
Black/Black British – Caribbean	White – Other
Black/Black British – Other	Other (please specify) _____
	Prefer not to say

## 5. Sexual orientation

Heterosexual	Lesbian	Bisexual
Gay	Other	Prefer not to say

Continued overleaf

The information contained on this form will be held on a computer file



## 6. Disability

Before ticking the appropriate box below please read the definition of disability.

The definition of disability, as outlined in the Equality Act 2010 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).

I do consider myself to have a disability as defined by the Equality Act 2010 (as detailed above).

I do not consider myself to have a disability as defined by the Equality Act 2010 (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 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: \_\_\_\_\_