

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

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 ensure you complete all the sections. The declaration must be signed at the end of the form. Completed forms should be returned to the HR Manager at the address above or alternatively emailed to yd@gbhs.co.uk

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 yd@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	
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1. Personal Details

Title	
Last name	
First name(s)	
Previous names (if any)	
Date of Birth	
E-mail address	
Mobile telephone number	
Home telephone number	
National Insurance Number	



Address (in full)		
Do you have the right to work in the UK	Yes	No
Do you hold a valid driving licence?	Yes	No
Do you hold Qualified Teacher Status (QTS)	Yes	No
DfES reference number (teaching only)		
Are you a relative or partner, or do you have a close personal relationship with, any employee, Trustee or Governor at the school?	Yes	No
If yes, please state the name(s) of the person(s) and relationship. Failure to disclose a close personal relationship as above might disqualify you.		

2. Present Employment (if currently employed)

Name and address of employer (if applicable)	
Job Title	
Date appointed	
Current Salary and allowances	
Notice required	
Reason for leaving:	

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

3. 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.

Employer	Start date	End date	Job Title	Reason for leaving

4. Breaks in Employment history.

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, career break, voluntary work, training.

Start date	End date	Reason for break

5. Secondary School Education (please list most recent first)

School	From	To	Qualification/subject obtained	Grades

6. Continuing Education (University, College, Apprenticeships etc.)

Please list most recent first.

Education Establishments	From	To	Qualification/subject obtained	Grades

7. 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

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. In the case of school references, this should be the Headteacher (or the Chair of Governors for Headteacher applications). Applicants must ensure referees consent to be contacted and for reference information to be held for 6 months.

Name and address:	Name and address:
Position:	Position:
Telephone number:	Telephone Number:
Email address:	Email address:
Relationship between referee and applicant:	Relationship between referee and applicant:
Period of time applicant known to referee:	Period of time applicant known to referee:

Please note, referees will be contacted before interviews. If either of your referees know you by another name, please give details. The school may contact other previous employers for a reference with your consent. Reference will not be accepted from relatives.

10. Disclosure of Criminal Convictions

Shortlisted 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 of Offenders Act 1974; or
- They have 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.
- They are subject to any prohibitions relevant to the role.

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, along with other relevant pre-employment checks.

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.

Safer Recruitment and Childcare Disqualification Checks

It is unlawful for a person who is barred from working with children to apply to work in a regulated position.

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.

Declaration and signature

Please read the following statements and information relating to your application carefully.

By ticking the box below, signing and submitting this form 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.

I certify that the information I have supplied on this form is accurate and true to the best of my knowledge.

Name:	Date:
Signature: 	

If this form is submitted electronically, you may be asked to sign a physical form if your application is progressed, alternatively your typed signature will be accepted as your declaration.

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.