

Application Form

Applicant Surname (CAPITAL LETTERS): _____

Please return your completed application form to:

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.

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 spine:

Current salary (point):

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

Section 5

Section 5

Section 6

Section 6

Section 7

Section 7

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Section 8

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

Section 9

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

Section 10

If yes please complete the following:

completed:

General Teaching Council Registration date: _____ GTC Reg/No. _____

Section 11

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 School/County Council 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 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, County Councillors or Senior Managers of the School/Essex County Council by or on your behalf is not allowed.

continued overleaf

Please confirm the following statements are true by signing the box below.

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 'Disclosure of Criminal Convictions' form and, where appropriate, a Disclosure will be sought from the Criminal Records Bureau in the event of a successful application. A conviction will not necessarily be a bar to obtaining 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 restrict me from applying for this post.

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.

Signed: _____ Date: _____

