Applicant Surname (block capitals):

The Trinity School

Application form

Thank you for applying for this post and your interest in working for this school. 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 and continue on a separate sheet if necessary. The declaration in section 15 must be signed.

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.

We will implement robust recruitment procedures and checks for appointing staff to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role. The Recruitment and Selection Policy Statement can be found on our website or requested from the school office.

Please return this completed application form to vacancies@thetrinityschool.co.uk with your supporting letter of application addressed to the Headteacher.

Section 1 - Post details

Application for appointment as:

Closing date:

Where did you hear about this vacancy:

School Website ☐ Social Media ☐ Essex Job Scene ☐

Word of Mouth ☐ Other (please specify)

TES ☐

Section 2 - Personal details

Last name and title:

First name:

Previous names:

Home telephone number:

Mobile telephone number:

Date of birth:

Home email address:

Work email address:

Full address:

National Insurance number:

Do you have the right to work in the UK?*:

*Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will asked to provide proof of your work entitlements.

Section 3 - Present employment

Employers name:

Employers address:

Nature of business:

Current post title:

Date appointed:

Grade / salary range:

Allowance(s) received:

Value(s):

Notice required:

Reason for seeking other employment:

Section 4 - Current post

Please outline the duties in your current post and explain how these have prepared you for this role. Please include details of subjects recently taught if a teaching post.

Section 5 - Employment history

This gives the shortlisting panel an understanding of the roles you have undertaken and the length of time you spent in the roles. It is therefore essential that all information is completed. Please include all full time and part time positions. Please list the most recent first and continue on a separate sheet if necessary.

Employers name: | Start date: | End date: | Job title:

Full/Part-time: (include fte %) | Salary/grade: | Employers address:

Reason(s) for leaving:

Employers name: | Start date: | End date: | Job title:

Full/Part-time: (include fte %) | Salary/grade: | Employers address:

Reason(s) for leaving:

Employers name: | Start date: | End date: | Job title:

Full/Part-time: (include fte %) | Salary/grade: | Employers address:

Reason(s) for leaving:

Section 6 - 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. There should be no gaps in your employment and education history.

Start date:	End date:	Reason:
Start date:	End date:	Reason:
Start date:	End date:	Reason:

Section 7 - 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 purposes?	Yes	No
If not, are you able to travel, for work purposes, by another means of transport?	Yes	No

Section 8 - Secondary school education (most recent first)

School(s) and address:	From:	To:	Qualification/subject obtained and awarding body:	Grade:	Dates of award:

Section 9 - Continuing education (University/College/Apprenticeships etc.) (most recent first)

Education establishment and address:	From:	To:	Qualification/subject obtained and awarding body:	Grade:	Dates of award:

Section 10 - Details of professional association membership

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

Teacher reference number:

Date of NQT statutory induction period
(if qualified since August 1999)
(statutory requirement for maintained schools)

From: To:

Section 11 - Relevant training

Please list any other relevant training and development activities attended in the last three years:

Brief description/course title:	Date:	Organising body:

Section 12 - Information in support of this application

Information in support of the application may be submitted within your covering letter. However, we would request that the job description and person specification are used as prompts to describe the experience, skills, competencies and qualifications that make you suitable for this job.

Please be aware that the information given here and/or in your covering letter will be used to shortlist applicants for the role and therefore it is important that you provide enough detail to give a full picture of your skills and experience and how they meet the specific needs of our vacancy.

If you are applying for a teaching role, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.

Section 13 - 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. Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months.

(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.

Referee name:

Address:

Position:

Email address:

Telephone number:

Relationship between referee and applicant:

Period of time applicant known to referee:

Referee name:

Address:

Position:

Email address:

Telephone number:

Relationship between referee and applicant:

Period of time applicant known to referee:

Section 14 - 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? Yes ☐ No ☐

If 'yes', please state the name(s) of the person(s) and relationship (see notes below).

Failure to disclose a close personal relationship as above may disqualify you. Canvassing of Governors, Trustees or Senior Managers of the School/Trust by or on your behalf is not allowed.

Section 15 - Declaration

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.

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

If this form is submitted electronically you will be asked to sign a physical form if your application is progressed.

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 of 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.

It is not our normal practice to acknowledge receipt of paper applications. If you submit this form electronically you will receive confirmation that the form has been received. If you are successful in being shortlisted for interview you will be contacted via email. It is not our usual practice to notify unsuccessful candidates.

Signed: _____ Name: _____

Date: _____