# **Job Application Form**

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| Once completed, please return your application form to: |
| Gemma Rule, HR Officer, grule@stourvalley.org |

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 at the end of this form.

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 Gemma Rule, HR Officer, grule@stourvalley.org.

# **Section 1 – Post Details**

|  |  |
| --- | --- |
| Job title: |  |
| Name of School: |  |
| Closing date: |  |

**Section 2 – Personal Information**

|  |  |
| --- | --- |
| Title & Surname: |  |
| First name: |  |
| Preferred name: |  |
| Date of birth: |  |
| Previous names: |  |
| Address: |  |
| County: |  |
| Postcode: |  |
| Email address: |  |
| Phone number – Mobile: |  |
| Phone number – Daytime/ Evening: |  |
| National Insurance number: |  |

# **Section 3 - How you meet the selection criteria**

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.*

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# **Section 4 -** **Work and other relevant experience**

* List below a full and unbroken record of your employment and other activities, either paid or unpaid (e.g., voluntary work, care of children or other relatives etc).
* Photocopy these pages if you need to, to provide a full and unbroken record.
* Start with your current or most recent post and work backwards.

Detail the circumstances of your leaving each post under ‘reason for leaving’ and the way your employment ended (e.g. to care for relatives, accepted voluntary redundancy etc.)

**Present Employment (if currently employed)**

|  |  |
| --- | --- |
| Date from: |  |
| Date to: |  |
| Name and address of Employer: |  |
| Nature of Business: |  |
| Job title and brief description of duties: |  |
| Salary details, including allowance(s) received: |  |
| Notice required: |  |
| Reason for leaving: |  |

**Previous Employment**

|  |  |
| --- | --- |
| Date from: |  |
| Date to: |  |
| Name of Employer: |  |
| Nature of Business: |  |
| Job title and brief description of duties: |  |
| Salary details: |  |
| Reason for leaving: |  |

|  |  |
| --- | --- |
| Date from: |  |
| Date to: |  |
| Name and address of Employer: |  |
| Nature of Business: |  |
| Job title and brief description of duties: |  |
| Salary details: |  |
| Reason for leaving: |  |

|  |  |
| --- | --- |
| Date from: |  |
| Date to: |  |
| Name and address of Employer: |  |
| Nature of Business: |  |
| Job title and brief description of duties: |  |
| Salary details: |  |
| Reason for leaving: |  |

|  |  |
| --- | --- |
| Date from: |  |
| Date to: |  |
| Name and address of Employer: |  |
| Nature of Business: |  |
| Job title and brief description of duties: |  |
| Salary details: |  |
| Reason for leaving: |  |

## Section 5 – Professional Qualifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you hold a QTS or QTLS? | Yes |  | No |  |

|  |  |
| --- | --- |
| Teacher reference number (TRN): |  |

**If yes, please complete the following:**

|  |  |
| --- | --- |
| Date NQT Statutory Induction Period (if qualified since 1999): |  |

# **Section 6 -** **Qualifications and training**

Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required at interview.

### **Secondary Education** **(CSE, GCE, GCSE, RSA, A/AS level etc or other equivalent)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School(s) | Date Awarded (MM/YYYY) | Examination type(GCSE’s, AS/A Level, Other) | Subject/s | Grade achieved |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### **Further and Higher Education (Degree, Diploma, BTEC, NVQ etc or other equivalent)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Education Establishments | Date Awarded (MM/YYYY) | Qualification and examining body | Subject/s | Pass level or grade |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Section 7 - Other relevant qualifications or training

|  |
| --- |
| Please detail any other relevant qualifications or training including membership of professional bodies, relevant courses attended recently and driving licence/s |
|  |

|  |
| --- |
| Please detail your personal interests and hobbies (if relevant to the post applied for) |
|  |

**Section 8 – 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. 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 a period of 6 months.

## First Reference

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Job title or occupation: |  |
| Name of organisation or school: |  |
| Telephone: |  |
| Email: |  |
| Type (Employer/ Educational/ Personal): |  |
| Period of time applicant known to referee: |  |

## Second reference

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Job Title or Occupation: |  |
| Name of school or organisation: |  |
| Telephone: |  |
| Email: |  |
| Type (Employer/ Educational/ Personal): |  |
| Period of time applicant known to referee: |  |

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 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

**Section 9 - 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 (or to any County Councillor or employee of Suffolk or 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, Trustees, County Councillors or senior Managers of the School/Suffolk or Essex County Council by or on your behalf is not allowed.

# **Section 10 - Declarations**

## Entitlement to Work in the UK

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you currently eligible to work in the UK? | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, are there any conditions attached? |  |
| If no, what type of permit do you require? |  |

**Section 11**

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| **Disclosures** 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. Shortlisted 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.**Safer Recruitment Declaration**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.**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.  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 paper applications. If you submit this form electronically you will receive confirmation that the form has been received.**Declaration and Signature**Please read the following statement 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. |

|  |  |
| --- | --- |
| Sign and print name: |  |
| Date (DD/MM/YYYY): |  |

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

# **Section 12 – Media Effectiveness Information**

Please indicate below with an X next to where you first saw the job being advertised.

|  |  |
| --- | --- |
| Job website: |  |
| School website: |  |
| Facebook: |  |
| Newspaper: |  |
| Word of mouth: |  |
| Other: |  |

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| --- |
| Please detail below the name of the website, newspaper, or other source: |
|  |