

**APPLICATION FOR EMPLOYMENT**

**How to fill in this form:**

* Read all the information and guidance notes before you complete this application form.
* Complete this application form in black ink or type and ensure to complete all sections.
* 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 academy office.
* Do not attach a CV, as it will not be considered.
* Do not write on the back of pages, if necessary continue on a separate sheet if you do not have enough room for your answers.
* Ensure to sign the declaration on the last page of this application form.
* Please return your completed application form to: [jquilter@ramsdenhall.org.uk](mailto:jquilter@ramsdenhall.org.uk) or post your application to Jane Quilter, Ramsden Hall Academy, Heath Road, Ramsden Heath, Billericay, Essex, CM11 1HN.

*If you have not heard from us within 4 weeks of the closing date your application for this job has not been successful.*

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| 1. **Job Applied For** | |
| Post Title: | Vacancy closing date: |
| Full Name: | |
| Do you have the right to work in the UK? YES / NO | |
| Have you ever lived or worked outside the UK? If yes, please provide details below: | |

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| 1. **Personal Information** | |
| Title: MS/MISS/MRS/MR Other: | Surname: |
| Forenames: | Previous Surname (if applicable): |
| Preferred Name: | Date of Birth: |
| Home Address:  Post Code: | Telephone No (day): |
| Telephone No (evening): |
| National Insurance Number: | Email address: |
| May we contact you during the day? YES / NO | Do you have a valid driving licence? YES / NO |
| Do you have access to a vehicle 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 |
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| Do you hold Qualified Teacher Status? YES / NO | Teacher Reference Number: |
| If yes, please complete the following:  Date NQT Statutory Induction Period (if qualified since August 1999)  Started: Completed: | |

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| 1. **Employment History**   **Please list in order (the most recent first), the organisation(s) you have worked for full and part time, including any relevant voluntary or unpaid work. Please include ALL periods of unemployment. (Please add additional rows if necessary)** | | | | |
| **Employers name and address** | **Dates of employment**  **(with month/year)** | | **Job Title and Salary/Grade/Allowances** | **Reason for Leaving** |
| **From**  **mm/yy** | **To**  **mm/yy** |
|  |  |  | Title:  Salary/Grade/Allowances:  Notice required: |  |
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| 1. **Breaks in Employment History**   **If you have had any breaks in employment since leaving school, give details of those periods and your activities during these times e.g. unemployment, raising family, voluntary work, training. (Please add additional rows if necessary)** | | |
| **Start Date** | **End Date** | **Reason for Break** |
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| 1. **Education and Qualifications**   **Please give details of your Education – schools, colleges, universities attended and any qualifications obtained, including membership of any professional bodies. (Please add additional rows if necessary)** | | | | | |
| **School/College/University** | **Dates Attended** | | **Qualifications Obtained/Subject /Awarding Body** | **Grade** | **Date** |
| **From mm/yy** | **To**  **mm/yy** |
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| 1. **Training and Development**   **Please list relevant training or development courses attended. (Please add additional rows if necessary)** | | |
| **Course Title / Description of Course** | **Dates** | **Qualifications and Organising Body** |
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| 1. **Personal Statement**   **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.** |
| ***Continue on separate sheet if required*** |

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| 1. **References**   **Please provide the following information for at least two referees. One of which should be a senior line manager or HR of your current or most recent employer. In the cases of school references, this should be the Headteacher (or the Chair of Governors for Headteacher applications). Please provide details of all organisations/establishments involving working with children or providing services. If you have not been employed before, please give details of teachers/lecturers who know you well enough to comment on your ability to do the job. Friends or relatives must not be used. Full employment histories may be verified as part of our vetting procedures in our ongoing commitment to Safer Recruitment Practices. Applicants must ensure referees consent to be contacted.** | |
| **Reference 1 (compulsory)** | **Reference 2 (compulsory)** |
| Name: (Current/most recent employer): | Name: |
| Job Title: | Job Title: |
| Company Name: | Company Name: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email Address: | Email Address: |
| Capacity Known: | Capacity Known: |
| **Reference 3** | **Reference 4** |
| Name: | Name: |
| Job Title: | Job Title: |
| Company Name: | Company Name: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email Address: | Email Address: |
| Capacity Known: | Capacity Known: |
| **Can we contact your referees prior to interview? YES**  **NO** | |
| **Note:**   1. Referees may be contacted before interviews. 2. If either of your referees know you by another name please give details. 3. The school may contact other previous employers for a reference with your consent. 4. References will not be accepted from relatives or from people writing solely in the capacity of friends. | |

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| 1. **Disclosures** |
| Shortlisted candidates will be asked to complete a Self-Disclosure Form 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 Self-Disclosure 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. |

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| 1. **Data Protection** |
| I acknowledge that by completing this form the academy 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 academy 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 academy’s retention schedule. If I am not the successful candidate, I acknowledge this information will be retained by the academy 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 academy in line with their Data Protection Policy. |

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| 1. **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 academy 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: | Signed: |
| If this form is submitted electronically you will be asked to sign a physical form if your application is progressed.  Thank you for applying for this post and your interest in working for this academy. It is not our normal practice to acknowledge receipt of applications. | | |