

### Employment 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.

**How to fill in this form**

* Read all the information and guidance notes before you complete this application form.
* Please complete the application form in black ink or type and ensure you complete all sections. The Declaration must be signed and can be found on the reverse of this form. When submitting this form electronically you will be required to confirm the information is accurate by ticking the box in section I.
* 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.
* 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.
* 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, Ramsden Heath, Billericay, Essex, CM11 1HN.

1. **Job Applied For**

Post Title: 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:

1. **Personal Information**

Title: Ms.  Miss Mrs. Mr. Other:

Last Name: Forename(s):

Previous names:

Known as/preferred name (if different from above):

National Insurance no: Date of Birth:

Address:

Postcode:

Telephone No. Day:

Telephone No. Evening:

Email address:

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

Teacher Reference Number:

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

Date NQT Statutory Induction Period (if qualified since August 1999)

Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact you during the working 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

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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employers name and address** | **Dates of employment (with month/year)** | | **Job Title and Salary/Grade & Allowances** | **Reason for Leaving** |
|  | From | To |  |  |
|  |  |  | Title:  Salary/Grade/Allowances:  Notice Required: |  |
|  |  |  | Title:  Salary/Grade/Allowances: |  |
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|  |  |  | Title:  Salary/Grade/Allowances: |  |

**Please continue on a separate A4 sheet if necessary.**

1. **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.**

**Please continue on a separate A4 sheet if necessary.**

1. **Education and Qualifications**

**Please give details of your Education – schools, colleges, universities attended and any qualifications obtained, including membership of any professional bodies.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School/College/University** | **From (mm/yy)** | **To**  **(mm/yy)** | **Qualification** | **Grade** | **Dates (mm/yy)** |
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**Please add additional rows if necessary.**

1. **Training and Development**

**Please tell us about any relevant training or development courses or activities you have taken part in and any qualifications obtained.**

|  |  |  |
| --- | --- | --- |
| **Brief description/Course title** | **Dates** | **Qualifications and Organising body** |
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**Please add additional rows if necessary.**

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.***

1. **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). Please provide details of all organisations/establishments involving working with children or providing services. 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.**

Name: Current/most recent employer:

Job Title:

Company Name:

Address:

Tel No.:

Email Address:

Relationship between referee and applicant: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of time applicant known to referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Most recent employer:

Job Title:

Company Name:

Address:

Tel No.:

Email Address:

Relationship between referee and applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of time applicant known to referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Job Title:

Company Name:

Address:

Tel No.:

Email Address:

Relationship between referee and applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of time applicant known to referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Job Title:

Company Name:

Address:

Tel No.:

Email Address:

Relationship between referee and applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of time applicant known to referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: (i) Referees may 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.

1. **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.

**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.

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 may 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 school. It is not our normal practice to acknowledge receipt of applications.