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**Great Totham Primary School Application Form**

Please return your completed application form to [admin@greattotham.essex.sch.uk](mailto:admin@greattotham.essex.sch.uk)

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 will be treated as confidential.

Please complete the application form in black ink or type and ensure you complete all the sections.

Please **do not** enclose a CV with this application, it will not be considered in line with safer recruitment procedures.

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.

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| **Post Details** |  |
| Application for appointment as: |  |

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| **Personal Details** |  |  | | **Section 1** | | |
| Title: |  | | First name (s): | | |  |
| Surname: |  | | Previous names: | | |  |
| Date of birth: |  | | National Insurance no: | | |  |
| Preferred telephone no: |  | | Email address: | | |  |
| Address: |  | | | | | |
| Do you have the right to work in the UK? | | YES | | | NO | |

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| **Ability to travel to work** | **Section 2** | | |
| 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 |

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| **Present Employment** *(do not complete if currently in teacher training)* | | | **Section 3** |
| Employer: |  | | |
| Address: |  | | |
| Current post title: |  | Date appointed: |  |
| Salary point/scale: |  | Current salary: | £ |
| Any allowances: |  | Allowance value: | £ |
| Notice required: |  | | |
| Reason for leaving: |  | | |

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| **Brief outline of duties in your current OR most recent job** | **Section 4** |
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| **Previous Employment** (not teacher training placements) | | | | **Section 5** |
| Include all full time and part time positions starting with the most recent. | | | | |
| Employer | Start Date | End Date | Job Title | Reason for leaving |
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*Extend chart as required*

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| **Breaks in Employment History** | | | **Section 6** |
| Please account for any breaks in employment since leaving full time education. This must be accurately completed to comply with safer recruitment procedures. | | | |
| Start date | End Date | Reason for break | |
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*Please ensure that the grades per qualification/subject are clear for the following two sections.*

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| **Secondary School Education** (list most recent first) | | | | | **Section 8** | |
| School(s) | From | To | Subject | Qualification | | Grade |
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| **Continuing Education** (University/College/Apprenticeships etc.) | | | | **Section 9** | |
| Educational Establishment | From | To | Qualification | | Grade |
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| **Initial Teacher Training Placements** | | | **Section 10** |
| Only to be completed by applicants entering ECT Year 1 or ECT Year 2. | | | |
| Placement | Year Group | Duration | |
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| **Qualified Teacher Status** | | | | | | **Section 11** | |
| Do you hold Qualified Teacher Status (QTS)? | | | | | Yes | | No |
| Teacher Reference Number: | |  | | | | | |
| **If yes please complete the following**  Date of ECT/NQT Statutory Induction period for maintained schools (if qualified since August 1999). | | | | | | | |
| Date Started: |  | | Date Completed: |  | | | |

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| **Other relevant training in the last five years** | | | **Section 12** |
| List the most recent first that is relevant to the advertised position. | | | |
| Brief description/course title: | Date: | Organising Body: | |
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*Extend chart as required*

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| **Information in support of this application** (maximum 2 sides of A4) | **Section 13** |
| Describe the experience, skills, and competencies that make you suitable for this job. These may have been gained from your employment, training placement, voluntary or community work or any other organisation you may have been involved with. | |
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| **References** | | | | | | **Section 14** | |
| 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. Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months. | | | | | | | |
| **1.** | | | | | | | |
| Name: | |  | | Address: | |  | |
| Position: | |  | | Telephone Number: | | |  |
| Relationship between referee and applicant: | | | | |  | | |
| Period of time applicant known to referee: | | | | |  | | |
| Email address: | | |  | | | | |
| **2.** | | | | | | | |
| Name: | |  | | Address: | |  | |
| Position: | |  | | Telephone Number: | | |  |
| Relationship between referee and applicant: | | | | |  | | |
| Period of time applicant known to referee: | | | | |  | | |
| Email address: | | |  | | | | |
| *Note:* | * *Referees will be contacted before interviews* * *If either of your referees know you by another name please indicate above* * *The school may contact other previous employers for a reference with your consent* * *References will not be accepted from relatives or from people writing solely in the capacity of friends* | | | | | | |

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| **Close Personal Relationships** | | | **Section 15** |
| Are you a relative or partner of, or have a close personal relationship with, any employee or Governor of Great Totham Primary School. If ‘yes’, please state the name(s) of the person(s) and relationship to you. Failure to disclose a close personal relationship may disqualify you.  Canvassing of Governors, or senior managers by or on your behalf is not allowed. | | | |
| No | Yes | Details: | |

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| **Disclosures** | | **Section 16** |
| 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. | |

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| **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 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 Great Totham Primary School. It is not our normal practice to acknowledge receipt of applications.