## Job Application Form

Please return your completed application form and your Equal Opportunities form by email to: [**recruitment@seckfordeducation.org.uk**](mailto:recruitment@seckfordeducation.org.uk)**,** or by post to: Recruitment Dept, Sapientia Education Trust, Felix Primary, Maidstone Road, Felixstowe, Suffolk IP11 9ED.

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| **Please state which role you are applying for:** | | | | | |
| **Please indicate below at which school the role is based:** | | | | | |
| **Beccles High School** |  | **Felix Primary School** |  | **Ixworth High School** |  |

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| **Where did you see or hear of this job? (Please tick)** | | | | | |
|  | Indeed / Other jobs site |  | East Anglian Daily Times/Local paper |  | Personal Recommendation |
|  | Suffolk Jobs Direct |  | Sapientia Education Trust Website |  | Other  *(If other please state below)* |
| If other please state: | | | | | |

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| 1. **Personal Details** |

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| **Title:** Mr/Mrs/Ms/Miss/Other | |
| **Surname / Last Name:** | **First Names:** |
| **All former surnames:** | |
| **Address** (please include correspondence address if different to home address): | |
| **Email Address:** | |
| **Post Code:** | **N.I. No:** |
| **Tel Number (Home):** | **Tel Number (Mobile):** |
| **DBS update Subscriber:** | **Teacher Reference No. if applicable:** |
| **Do you hold a current driving licence?** | |

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| 1. **Personal Details continued** |

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| **Is it a Full / Provisional / LGV / PCV licence?** |
| **Do you have any current endorsements?** |
| All candidates for employment must state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Trustee, Governor or employee of the Sapientia Education Trust or the Sapientia Foundation/Woodbridge School.  **Are you related to an existing Trustee, Governor or employee of the Sapientia Education Trust or the Sapientia Foundation/Woodbridge School as described above?**  Yes No  If yes, please provide the following details:  **Surname/Last Name:** **First Names:**  **Address:** **Relationship:** |
| Sapientia Education trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested.  **Are there any restrictions to your residence in the UK which might affect your right to take up employment with the Trust?**  Yes No |
| If Yes, please provide details: |
| **If you are successful in your application, would you require a work permit prior to taking up employment?**  Yes No |

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| 1. **Educational / Technical / Professional Qualifications** |

*(Please name any institute or professional body in full, rather than using initials)*

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| **Secondary Education** | | | |
| **Where attained** | **Subjects / Qualifications** | **Year** | **Grade** |
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| **Higher/Further Education** | | | |
| **Where attained** | **Subjects / Qualifications** | **Year** | **Grade** |
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| **Teaching qualifications** | | | |
| **Where attained** | **Subjects / Qualifications** | **Year** | **Grade** |
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| **Qualifications being studied for (if applicable)** | | | |
| **Where attained** | **Subjects / Qualifications** | **Year** | **Grade** |
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| 1. **Details of relevant training courses** |

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| **Course subject and provider** | **Length of course** | **Year** |
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| 1. **Employment History** |

*Please give details of all jobs held including part time and unpaid work, starting with your present / last employer.*

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| **Present Employment** | |
| **Job Title:** | **Employer:** |
| **Current Salary:** | **Address:** |
| **Current Scale if applicable:** |
| **Employed from:** | **Employed to:** |
| **Notice Required** | **Reason for leaving:** |
| Please give a brief description of current duties, responsibilities and achievements. | |

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| **Previous Employment** | | | | | |
| **Employer (name**  **& full address)** | **Jobs held and**  **main duties** | **From** | **To** | **Salary/**  **Grade** | **Reason for leaving** |
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| 1. **Relevant Knowledge, Experience & Skills** |
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| **Please demonstrate using examples how your knowledge, experience and skills meet the job requirements described in the person specification. Please include your reasons for your interest in this post.**  *You may prefer to attach your supporting statement as a separate document. Your statement should be no longer than 2 sides of A4.* |

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| 1. **References** |

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| Please indicate two people who can provide references, one of whom **must** be your present/last employer. Please note that we may approach any previous employer as part of our vetting procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends. For further details, please read the accompanying Explanatory Notes: | | | |
| Name: |  | Name: |  |
| Occupation: |  | Occupation: |  |
| Address: |  | Address: |  |
| E-mail: |  | E-mail: |  |
| Tel. No. |  | Tel. No. |  |
| Relationship  (e.g. Manager): |  | Relationship  (e.g. Manager): |  |
| Please note references will be taken up prior to interview for all shortlisted candidates, unless specified otherwise below. | | | |
| May we contact them if we decide to invite you for interview? | | May we contact them if we decide to invite you for interview? | |
| YES NO | | YES NO | |
| If no, please give your reasons: | | If no, please give your reasons: | |
| 1. **Declarations** | | | |

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| **Social Media / E-foot print**  As part of our safeguarding procedures, we will carry out an online search on all shortlisted candidates  **Please list your account names for all social media sites that you are registered to;** |
| **Working overseas**  If you’ve lived or worked outside of the UK for a period of more than 3 months, consecutively, Sapientia Education Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK? :** ☐ Yes ☐ No  **Please list countries and dates:**   |  |  |  | | --- | --- | --- | | Country | From | Until | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| **Convictions**  The Sapientia Education Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. |
| Do you have any unspent conditional cautions or convictions under the rehabilitation of offenders act 1974?  **Yes/No?** |
| Do you have any adult cautions [simple or conditional] or spent convictions that are not protected as defined by the Rahabilitation of Offenders Act 1974 [exceptions] Order 1975 [amendment][England and Wales] Order 2020?  **Yes/No?** |

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| **Declaration**  To the best of my knowledge and belief the information I have given is correct. I understand that knowingly providing false information is an offence and could result in my application being rejected or summary dismissal if I am appointed to the post, and possible referral to the Police, the DBS and/or DCFS Children’s Safeguarding Operations Unit. I am also aware of and agree to accept the conditions set out in the accompanying Explanatory Notes relating to the provision of information of criminal convictions. Signature: Date: |

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| **General Data Protection Regulations (GDPR)**  The Trust will comply with its obligations regarding the processing of personal data under its Data Protection Policy and Privacy Notices at all times.  A copy of the Policies are available on the Trust’s website, which may change from time to time.  **Data Protection Act 1998**  I hereby give my consent for personal information (including recruitment monitoring) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data protection Act 1998. Signature: Date: |

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| **8. Applicant Commitment to Safeguarding** |

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| The Trust is committed to safeguarding & promoting the welfare of children and young people, as well as adults at risk, in line with the ‘Safeguarding Children and Safer Recruitment in Education’ guidance issued by the Department for Education and expects all staff and volunteers to share this commitment.  **Agreement Statement**  By signing this declaration, I confirm that I understand and agree with the Trust’s commitment to safeguarding.  **I confirm that I am not disqualified from work with children, or subject to any sanctions imposed by a regulatory body. I am aware that this post requires an Enhanced Disclosure from the Disclosure and Barring Service.**  **Signature:** **Print Name**:  **Date:** |

Equalities monitoring

We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

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| **Equalities Monitoring Information** | | | | | | | | | | |
| **What is your date of birth?** | | **D** | **D** | **M** | | **M** | **Y** | **Y** | **Y** | **Y** |
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| **What is your sex?** | | ☐ Male  ☐ Female | | | | | | | | |
| **What gender are you?** | | ☐ Male  ☐ Female  ☐ Other  ☐ Prefer not to say | | | | | | | | |
| **Do you identify as the gender you were assigned at birth?** | | ☐ Yes  ☐ No  ☐ Prefer not to say | | | | | | | | |
| **How would you describe your ethnic origin?** | | | | | | | | | | |
| **White**  ☐ British  ☐ Irish  ☐ Gypsy or Irish Traveller  ☐ Any other White background  **Asian or British Asian**  ☐ Bangladeshi  ☐ Indian  ☐ Pakistani  ☐ Chinese | **Black or Black British**  ☐ African  ☐ Caribbean  ☐ Any other Black background  **Mixed**  ☐ White and Asian  ☐ White and Black African  ☐ White and Black Caribbean  ☐ Any other mixed background | | | | **Other Ethnic groups**  ☐ Arab  ☐ Any other ethnic group  ☐ Prefer not to say | | | | | |
| **Which of the following best describes your sexual orientation?** | | | | | | | | | | |
| ☐ Bisexual  ☐ Heterosexual/straight  ☐ Homosexual | | ☐ Other  ☐ Prefer not to say | | | | | | | | |
| **What is your religion or belief?** | | | | | | | | | | |
| ☐ Agnostic  ☐ Atheist  ☐ Buddhist  ☐ Christian  ☐ Hindu | ☐ Jain  ☐ Jewish  ☐ Muslim  ☐ No religion | | | | ☐ Other  ☐ Pagan  ☐ Sikh  ☐ Prefer not to say | | | | | |
| **Pregnancy and maternity** | | | | | | | | | | |
| Are you pregnant?  ☐ Yes  ☐ No  ☐ Prefer not to say | | Have you given birth within the last 12 months?  ☐ Yes  ☐ No  ☐ Prefer not to say | | | | | | | | |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | | | | | | | | | | |
| ☐ Yes  ☐ No  ☐ Prefer not to say | | | | | | | | | | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.** | | | | | | | | | | |
| ☐ Physical impairment  ☐ Sensory impairment  ☐ Learning disability/difficulty  ☐ Long-standing illness  ☐ Mental health condition  ☐ Developmental condition  ☐ Other | | | | | | | | | | |