A picture containing text

Description automatically generated

**Application form**

The Flagship School is committed to the safeguarding and promotion of the welfare of all children, young people and vulnerable adults, and expects all staff to share this commitment.

The information requested in this form is important in assessing your application. Please complete this form in full. Unless stated otherwise, CVs are not acceptable. Please ensure that you save this document before sending, otherwise all data may be lost

|  |  |  |  |
| --- | --- | --- | --- |
| **Job details** | | | |
| Post applied for: |  | | |
| School / Establishment: |  | | |
| Subjects (if to specialise): |  | | |
| If the post is full-time, would you be prepared to consider working on a job-share basis? | | | Yes  No |
| If appointed when can you start: | |  | |

|  |  |  |
| --- | --- | --- |
| **Personal details** | | |
| Title: |  | |
| First name: |  | |
| Family Name / Surname: |  | |
| Maiden or previous name(s): | |  |
| Home address: |  | |
| Correspondence address (if different from above): |  | |
| Email address: |  | |
| Daytime telephone number: | |  |
| Home telephone number: | |  |
| Mobile telephone number: | |  |
| Teacher’s Reference number | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education & Qualifications**  (NB: Shortlisted candidates will be required to produced qualification certificates at interview) | | | |
| GCSE or equivalent | | Pass marks | Dates |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| ‘A’ OR AS level | | Pass marks | Dates |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| Higher Education | | | |
| University : |  | Date: |  |
| Degree in: |  | Award: |  |
| Subject (s) studied | | Pass marks | Dates |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Further Qualifications & Further Training**  (Including one year and one term courses and any recent short courses (e.g. NPQH) | | | |
| University, College or Organising Body | Subjects & Course Title | Qualifications Obtained | Length of courses & Dates |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current or most recent post** | | | | |
| Name & Address of school / establishment | |  | | |
| Name of Local Authority: | |  | | |
| Name of Academy Trust (if applicable): | |  | | |
| Type of school: | Boys  Girls  Mixed  Maintained  Academy  Independent  (Please select all that apply, as appropriate) | | | |
| Number on roll: |  | | | |
| Telephone no: |  | | | |
| Position title: |  | | | |
| Date appointed: |  | | | |
| Working hours: | Full-time  Part-time (please specify hours per week) | | | |
| Pay rate: | | |  | |
| Are you still employed by this establishment? | | | | Yes  No |
| Date and reason for leaving (if applicable) | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Experience**  (Please give the fraction of full-time where the post is / was part-time) | | | | |
| Name of School & Authority | Type of School & Number on Roll | Post held | Period of service From To (exact dates) | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Non-school employment experience** | | | |
| Employer | Position | From / To | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Other History**  (Please ensure that you provide a complete chronological history by listing below any periods not covered above in your employment history, e.g. travel, unemployment, sabbatical, carer responsibilities etc.) | | |
| From | To | Reason |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration by Applicant** | | | |
| **Other employment** | | | |
| In order to ensure compliance with the Working Time Regulations and the relevant pensions legislation, you must tell us about any other employment you hold that you intend to continue with should you be appointed. We also need to know which, if any, pension scheme you are an active member of in respect of these posts. | | | |
| Job title, hours per week and employer | | | Active pension scheme membership |
| *e.g. Teacher, 0.5FTE, East Sussex County Council* | | | *Teachers Pension Scheme* |
|  | | |  |
|  | | |  |
| **Pension** | | | |
| Are you in receipt of a pension awarded through the teachers’ ill health retirement arrangement? | | Yes  No | |
| If ‘YES’, give details below: (including the date pension arrangements took effect) | | | |
|  | | | |
| (Please note that if you were awarded an ill-health pension on or after 01 April 1997, you are not eligible for future employment as a teacher) | | | |
| **Safety and Welfare of children** | | | |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated? | | Yes  No | |
| If you have answered ‘YES’ to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form. | | | |
| I have attached details as requested. | | Yes  No | |
| **Disciplinary Record** | | | |
| Are you (or have you ever been) dismissed from a teaching post for alleged misconduct or incompetence or resigned in the face of such allegations? | | Yes  No | |
| If ‘YES’, please give details: |  | | |
| Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this applications? | | Yes  No | |
| If ‘YES’, please give details: |  | | |
| Have you ever been barred from working with children? | | Yes  No | |
| If ‘YES’, please give details: |  | | |

|  |  |
| --- | --- |
| **Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006** | |
| Under the Rehabilitation of Offenders Act (ROA) job applicants are only required to declare criminal convictions which are not considered “spent” under the Act. Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as “regulated”. This means that they are all exceptions to the ROA and therefore you are required to declare any convictions (including bind over and cautions) regardless of whether or not they would be considered spent in other circumstances.  Please read the guidance notes before completing this section. | |
| Have you ever been convicted of a criminal offence? | Yes  No |
| Are there any alleged offences outstanding against you? | Yes  No |
| If ‘YES’ to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice. | |
|  | |

|  |  |
| --- | --- |
| **Asylum and Immigration Act 1996** | |
| It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right of abode in the UK. You will be required to provide evidence prior to appointment of a National Insurance Number, passport or other document on the approved list to satisfy the The Flagship School that the asylum and Immigration Act 1996 is being complied with. | |
| Do you require a work permit? | Yes  No |

|  |
| --- |
| **Relevant Experience & Other Information** |
| The information you provide in this section is important in assessing your application.  We have set out below four questions, for you to outline your reasons and suitability for applying for this role. These relate to your skills, experience and personal requirements of the job. Please refer to the Person Specification for this post. You may attach additional sheets if required.   1. **In no more than 250 words, outline your experience of working in a school or similar office premises; what did you do and why?**  |  | | --- | |  |  1. **In no more than 250 words, in light of the special needs of our pupil's outline how you can ensure the confidentiality and security of our pupil and parent data?**  |  | | --- | |  |  1. **In no more than 250 words, if confronted with a situation describe how you would deal with the challenging behaviour or disclosure of sensitive information by a pupil; What would you do and why?**  |  | | --- | |  |  1. **In no more than 250 words, describe a time you demonstrated high standards of work, whilst considering conflicting workloads when completing a task; What did you do and why?**  |  | | --- | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Referees** | | | |
| **Application Process**  Please give the names and addresses of your current and previous line manager (s)  In the event we seek references prior to a provisional job offer being made, we will not seek information relating to sickness absence or medical history. | | | |
| 1) Present/Most recent employer | | | |
| Name: |  | | |
| Address: |  | | |
| Occupation: |  | | |
| Telephone no. |  |  |  |
| Email address: |  | | |
| 2) Previous employer/ | | | |
| Name: |  | | |
| Address: |  | | |
| Occupation: |  | | |
| Telephone no. |  |  |  |
| Email address: |  | | |
| We may also seek references at any point in the recruitment process and from any previous employers listed in the ‘Previous Employment’ section of this form.  If you do not wish for us to contact your referees or previous employers prior to interview, please indicate below: | | | |
|  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Declaration** | | | | | |
| I declare that the information given is true and The Flagship School reserves the right to seek verification from me of the factual basis for any information provided.  I suffer no legal impediment to taking up employment with The Flagship School if so appointed and I accept that the discovery of any legal impediment after an appointment has been made may lead to my immediate dismissal. | | | | | |
| Signature: |  |  | | Date: |  |
| Print name: |  | | | | |
| If form has been completed electronically, please place an ‘x’ in this box to indicate your consent à | | |  | | |
| **Data Protection**  The Flagship School will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.  Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.  For further information, contact [Helen.Kay@theflagshipschool.org.uk](mailto:Helen.Kay@theflagshipschool.org.uk) for our privacy policy. | | | | | |

# CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

**This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.**

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. The Flagship School aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

The Flagship School’s Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job.

The Flagship School has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.

This information will not affect the consideration of your application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job applied for | |  | | |
| Job No. or Ref (if applicable) | |  | | |
| How did you learn of this vacancy? | |  | | |
| Surname and initials | |  | | |
| Age |  | | Date of Birth |  |
| Gender | M  / F | |  |  |

## Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an ‘x’ in ONE of the boxes below or by giving your own description in the space provided.

**a. White**

|  |  |
| --- | --- |
| British |  |
| Irish |  |
| Gypsy/Roma |  |
| Traveller of Irish Heritage |  |
| Any other White background |  |

**b. Mixed**

|  |  |
| --- | --- |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any other mixed background |  |

**c. Black or Black British If other, please specify:**

|  |  |
| --- | --- |
| Caribbean |  |
| African |  |
| Any other Black background |  |

**d. Asian or Asian British**

|  |  |
| --- | --- |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Any other Asian background |  |

**e. Other ethnic groups**

|  |  |
| --- | --- |
| Chinese |  |
| Any other ethnic group |  |

## Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

|  |  |
| --- | --- |
| Do you consider yourself to be disabled as set out in the Equality Act? (select as applicable) | Yes  / No |
| If YES, please describe your disability. | |
| If you need any assistance to attend or participate in the interview, please give details. | |

**Military status**

Where an applicant is a current or former member of the Armed Forces (including reserve forces) and they meet the essential criteria of the post, they are automatically shortlisted for interview.

|  |  |
| --- | --- |
| Are you a current or former member of the Armed Forces (including reserve forces)? | Yes  / No |

**Looked After Children**

Where an applicant is or has been a Looked After Child in the care of East Sussex The Flagship School, and meet the essential criteria of the post, they are automatically shortlisted for interview.

|  |  |
| --- | --- |
| Are you currently or have you previously been a Looked After Child of East Sussexl? | Yes  / No |

**Religion**

Please identify your religion by putting an ‘x’ in ONE of the boxes below.

|  |  |
| --- | --- |
| Christian |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Other religion |  |
| No religion |  |
| Prefer not to say |  |

**Sexual Orientation**

Please identify your sexual orientation by putting an ‘x’ in ONE of the boxes below.

|  |  |
| --- | --- |
| Bisexual |  |
| Gay man |  |
| Gay woman / lesbian |  |
| Heterosexual / straight |  |
| Other |  |
| Prefer not to say |  |

**Gender Identity**

Is your gender identity the same as the gender you were assigned at birth?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

**Military Status**

Please identify your military status by putting an ‘x’ in the relevant box below, if required.

|  |  |
| --- | --- |
| Army Reserve |  |
| Regular Reserve |  |

**Employees with caring and parental responsibilities**

We value the contribution of carers, and we understand the additional pressures carers face in managing their work and caring responsibilities at the same time.

**Are you a carer?**

We consider a carer to be anyone who spends a significant proportion of their time providing unpaid support to family or friends. This could be caring for a partner, relative or friend who is ill, frail, disabled, or has mental health or substance misuse problems.

**Examples of caring activities**

A lot of people with caring responsibilities don’t identify themselves as being a carer. We consider you to be a carer if you provide:

* personal care such as help with bathing, washing, dressing, going to the toilet and administering medicines
* physical care such as help getting out of bed, walking, eating and feeding, getting out of the house and/or in the community and with shopping
* administrative support such as help with finances and filling in forms
* emotional support and company including listening, prompting, encouraging and raising confidence.

According to the definition of a ‘carer’ given above, do you have caring responsibilities for an adult?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

**Are you a parent carer?**

The term parent carer means any person with parental responsibility for a child or young person with special educational needs or disability. It is an inclusive term and covers for instance foster carers, adoptive parents and other family members.

According to the definition of a ‘parent carer’ given above, do you have caring responsibilities for a disabled child under the age of 18 years?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

**Are you a parent?**

We define a parent as:

* a mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or a person who has been granted a residence order in respect of a child, or
* a person married to, or the civil partner of the child's mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or person who has been granted a residence order in respect of a child.

Are you a parent of a child or children under the age of 17 years?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

|  |
| --- |
| **Data Protection**  East Sussex County Council on behalf of The Flagship School, and The Flagship School will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.  Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.  For further information, see the Council’s privacy notice for job applicants at <https://www.eastsussex.gov.uk/privacy/job-applicants-and-employees/>” |