**Application Form**

|  |  |
| --- | --- |
|  | Please return this application form to  **Thomas Mills High School**  **Saxtead Road**  **Framlingham**  **Suffolk**  **IP13 9HE** |

|  |
| --- |
| **Name of Applicant** (CAPITAL LETTERS): |

|  |
| --- |
| **Application for the Post of:** |

**Please return your completed application form electronically to:**

[**ggobbitt@thomasmills.suffolk.sch.uk**](mailto:ggobbitt@thomasmills.suffolk.sch.uk) **or by post to the address above.**

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.

Please ensure you complete all the relevant sections. The Declaration must be signed.

In addition, you should write a letter explaining how your skills and experiences have prepared you for the post.

|  |  |
| --- | --- |
| **Personal details** | **Section 1** |
| Title: | Last name: |
| First name(s): | Previous names: |
| Preferred name: |  |
| Home telephone no: | Email address: |
| Work telephone no: | Mobile no: |
| Address: | Date of Birth: |
| National Insurance No: |
| DfE Teacher Reference no: |
| **Present employment (if currently employed)** | **Section 2** |
| Employer’s name and address: | |
| Nature of business: |  |
| Job title: | Date started: |
| Grade/salary spine: | Current salary (point): |
| Notice required: | Allowance(s) received: Type(s) |
| Reason for leaving: | Value(s) £ |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Previous employment – (Full Chronological History) Section 3**  Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Job title or position | Name and address of school, other employer, or description of activity | Start date | End date | Salary/  Grade, including part or full time status | Reason for leaving | |  |  |  |  |  |  | |

|  |
| --- |
| **Brief outline of duties in your current or most recent job Section 4** |

|  |
| --- |
| **Brief outline of previous experience which relates to the post applied for Section 5** |

|  |
| --- |
| **Breaks in employment history Section 6**  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, raising family, voluntary work, training. |
| **Continuing Education Section 7**  University/College/Apprenticeships etc.  Please list the most recent first   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Educational establishments | From | To | Qualification/subject obtained and awarding body | Level/Grade | Dates | |  |  |  |  |  |  | |

|  |  |
| --- | --- |
| **Secondary School Education Section 8**  Please list the most recent first | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Educational establishments | From | To | Qualification/subject obtained and awarding body | Level/Grade | Dates | |  |  |  |  |  |  | | |
| **Other relevant qualifications**  **Section 9**  Including details of membership of professional bodies and driving licence(s) held (if relevant to post applied for). |
| **Teaching staff only**  Do you hold Qualified Teacher Status (QTS)? YES / NO  Subjects taught: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Other relevant training and development activities Section 10**  **attended in the last five years**  Please list the most recent first   |  |  |  | | --- | --- | --- | | Brief description/Course title | Date | Organising body | |  |  |  | |

|  |
| --- |
| **Personal Interests / Hobbies Section 11**  **(If relevant to post applied for)** |
| **Declarations Section 12**  Entitlement to Work in the UK  Are you currently eligible to work in the UK? Yes No  If **Yes**, are there conditions attached (e.g. time limits)? Yes No  If **Yes**, please give details:  To comply with the Immigration, Asylum and Nationality Act 2006 and additional amendments  (effective from 1st January 2021 – [New immigration system: what you need to know - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/new-immigration-system-what-you-need-to-know) and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK.  We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. **Do not send anything now, further information will be sent to you should you be invited to interview.**    Thomas Mills High School operates a policy of equal opportunities.   Your current immigration status will not be considered when assessing your application against the selection criteria for the post.  **Canvassing of School Governors or Senior Employees**  Canvassing of School Governors or Senior Employees of Thomas Mills High School by you or on your behalf is strictly forbidden and may invalidate your application. Please indicate here if you are related to any School Governor or Senior Employee of Thomas Mills High School, giving their name. Please state None if appropriate.  **Disclosure of Criminal Convictions**  All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) advise that certain spent convictions and cautions are 'protected'.  These are not subject to disclosure to employers and cannot be taken into account.  Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Shortlisted candidates will be asked to declare details of all unspent convictions and those that would not be filtered, before the date of the interview.  You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.  **Transferable Service**  The transfer of continuous service from other schools and Local Authorities may be possible. If you think this applies to you please provide the date from which your continuous service commences and the name of the organisation.  Date………………………………………… Organisation…………………………………………………………….. | | |
| **References Section 13**    Please give the names and contact details of at least two referees who have knowledge of you in a professional capacity. One of them must be your current / most recent employer or tutor and your references **must cover all employment and/or any voluntary work in the past five-year period**. References should be provided by the Headteacher/establishment manager. Personal references should only be provided where no alternative employer or educational referee is appropriate.  Give details of additional referees on a separate sheet if necessary  **Reference 1: Reference 2:**   |  |  | | --- | --- | | Name: | Name: | | Address: | Address: | |  |  | | Postcode: | Postcode: | | Email: | Email: | | Tel no: | Tel no: |   Employer Educational Personal Employer Educational Personal  **Referees of short-listed candidates will be approached prior to interview**  Thomas Mills High School operates a policy of open references. This means that you may read any references received in relation to you, on written request. | |

|  |
| --- |
| **Health Section 14**  Please provide information relating to any medical condition or disability which may require us to make a reasonable adjustment to the recruitment process to facilitate your application.  Please provide details of the reasonable adjustment(s) requested: |

|  |
| --- |
| **Declaration and Data Protection Statement Section 15**  By signing and dating below this statement:  I confirm that:   * I have read the guidance notes accompanying this form. To the best of my knowledge, the information I have supplied on this form and any attachments is correct.   I consent to:   * the school carrying out checks and using the information provided from the checks and this application form when deciding my suitability to work with or be in regular contact with children * the school to carry out checks and use the information from the declaration and consent form and third-party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to decide my suitability * the school carrying out online status checks using the DBS Update Service as and when required * the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.   I understand that:   * the school will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature. * it is an offence to make a statement that is false or misleading in an application for registration * giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. * the details of my application including my personal data will be stored in the school’s archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants) in line with the retention schedule of the school you are applying to. * the personal data in this form will be handled in line with data protection legislation and processed for one or more of the following reasons permitted in law: * you have given the school your consent * the school must process it to comply with our legal obligations * the school need to process the data for legitimate interests.   More information on how the school will use your data and the legitimate interests is in the school’s privacy notice for job applicants, which is available upon request from the school  Signed: ……………………………………………………………… Date: …………………………………………….  Details of your application including your personal details will be stored in our archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants). |

**EQUAL OPPORTUNITIES**

***These pages must be detached by the school before considering application***

***against selection criteria.***

Thomas Mills High School requires the following questions to be completed by all applicants. However, the questions regarding religion and belief and sexual orientation are to be completed on a voluntary basis.

This information is collected for statistical purposes only and will not be used as part of the selection process.

**Ethnic Origin**

Please select one description from numbers 1-18 (below) that best fits your ethnic origin. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin in the space provided.

1. British 8. Indian 15. Chinese

2. Irish 9. Pakistani 16. Gypsy / Traveller

3. Any other White origin 10. Bangladeshi 17. Other – please specify

4. White & Black Caribbean 11. Any other Asian origin ………………………….

5. White & Black African 12. Caribbean 18. Prefer not to disclose

6. White & Asian 13. African

7. Any other mixed origin 14. Any other Black origin

Your Ethnic Origin Description 1 – 18

**Nationality**

Please tell us your nationality

e.g. British Citizen, Portuguese Citizen Prefer not to disclose

**Religion or Belief**

Please see guidance notes for more information on why we are asking for this information.

1. Baha I 5. Buddhist 9. Christian 13. Pagan

2. Hindu 6. Muslim 10. Jain 14. Prefer not to disclose

3. Jewish 7. Rastafarian 11. Sikh 15. Other (please specify)

4. Zoroastrian 8. No religion / belief 12. Humanist ………………………………...

Your Religion or Belief Description 1 – 15

**Gender**

Male Female

**Sexual Orientation**

Please see guidance notes for more information on why we are asking for this information.

1. Heterosexual 3. Gay 5. Prefer not to disclose

2. Bisexual 4. Lesbian

Your Sexual Orientation Description 1 – 5

**Disability**

The Equality Act 2010 (as previously described in the Disability Discrimination Act 1995, as amended by the Disability Discrimination Act 2005) says that a person has a disability if they have a mental or physical impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities

Do you have a disability as defined above? Yes No