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| --- |
| Applicant Surname (CAPITAL LETTERS): BRIDGE ACADEMY TRUST |



**Application Form**

MOULSHAM HIGH SCHOOL

S p e c i a l i s i n g i n E n g l i s h a n d H u m a n i t i e s

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 sections.

The Declaration (Section 14) must be signed and can be found on Page 9 of this form.

**Section 1**

**Post Details**

|  |
| --- |
| Application for appointment as:  |
| Reference (if applicable):  |
| Closing Date:  |
| Do you need permission to work in the UK?  | Yes [ ]  No [ ]   |

Please return your completed application form to:

 School office

 Richard De Clare Community Academy

 Parsonage Street

 Halstead

 Essex, CO9 2JT

Email: admin@richarddeclare.com

 **Section 2**

**Personal details Section**

|  |  |
| --- | --- |
| Last name:  | Title:  |
| First name(s):  | Previous names:  |
| Date of Birth: (Optional):  | Home telephone no:  |
| Mobile telephone no:  | Work telephone no:  |
| Work email address:  | Home email address:  |
| Address:  Town : County: Postcode:  |  |
|  | National Insurance no:  |
|  |  |
| **Please tick the box if you do not wish to be contacted at work** |[ ]

**Secondary School Education**

 **Section 3**

Please list most recent first

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School(s) | From | To | Qualification/subject obtained and awarding body | Grade | Date |
|  |  |  |  |  |  |

**Continuing Education (University/College/Apprenticeships etc.)**

 **Section 4**

Please list most recent first

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Educational Establishments | From | To | Qualification/subject obtained and awarding body | Grade | Date |
|  |  |  |  |  |  |

**Professional Qualifications**

 **Section 5**

**Including details of professional association membership**

|  |  |  |
| --- | --- | --- |
| Do you hold Qualified Teacher Status (QTS)? | Yes [ ]  No [ ]  | DFE number:  |
| **If yes, please complete the following:** |  |  |
| If qualified since August 1999, date Statutory Induction Period | started:  |
|  | completed:  |
| General Teaching Council registration date:  |

**Present Employment (if currently employed)**

 **Section 6**

|  |  |
| --- | --- |
| Employer’s name and address (if applicable): |  |
| Address:  Town : County: Postcode:  |
| Nature of business:  |
| Job title:  |
| Date appointed:  | Notice required:  |
| Grade/salary spine:  | Current salary (point):  |
| Allowance(s) received: Type(s)  | Value(s)  |
| Reason for leaving:  |

**Brief outline of duties in your current or most recent job**

 **Section 7**

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 **Section 8**

**Previous employment**

Please include all full-time and part-time positions. Please list the most recent first and continue on a separate sheet if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Start date | End date | Job title | Salary/ Grade | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Breaks in employment history**

 **Section 9**

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.

|  |
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|  |

**Other relevant training and development activities attended**

 **Section 10**

**in the last five years**

**Please list the most recent first**

|  |  |  |
| --- | --- | --- |
| Brief description/Course title | Date | Organising Body |
|  |  |  |
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**Information in support of this application**

 **Section 11**

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 overleaf if necessary). **If you are a teacher, please provide details of any specialist training experience/skills you possess that may be relevant to the post.**

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**Information in support of this application (cont.…)**

 **Section 11**

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|  |

 **Section 12**

**References**

**Please note, we require two professional references. Reference 1 should be from your current employer (manager), and reference 2 should be from your previous most recent employer. If the request is from a school, it should be addressed to the Headteacher. If no work references are available, your referees should be people who know you in a professional capacity, not a friend or family member.**

**ction**

|  |  |
| --- | --- |
| Name:  | Name:  |
| Position:  | Position:  |
| Address:    Postcode:  | Address:    Postcode:  |
| Telephone no:  | Telephone no:  |
| Fax no:  | Fax no:  |
| Email:  | Email:  |

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 of from people writing solely in the capacity of friends.

 **Section 13**

**Close personal relationships**

 **Section**

|  |
| --- |
| Are you a relative or partner, or do you have a close personal relationship with, any employee or governor of the school? If ‘yes’ please state the name(s) of the person(s) and relationship (see notes below). |
| Yes [ ]  No [ ]  |
|  |
| Failure to disclose a close personal relationship as above may disqualify you. Canvassing of governors or senior managers of the school by or on your behalf is not allowed. |

 **Section 14**

**Declaration**

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the school, and is likely to result in dismissal.

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**Disclosure of Criminal Convictions**

Short-listed candidates will be asked to complete a ‘Disclosure of Criminal Convictions’ form and, where appropriate, a Disclosure will be sought from the Criminal Records Bureau in the event of a successful application. A conviction will not necessarily be a bar to obtaining employment.

**Safer Recruitment**

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post. I understand that it is an offense to apply for this role if I am barred from engaging in regulated activity relevant to children.

**Data Protection Act 2018**

I hereby give my consent for personal information (including recruitment monitoring data) 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 2018.

Please confirm the above statements are true by signing below.

|  |  |  |
| --- | --- | --- |
| Signed: |  | Date:  |

*(A scanned signature can be pasted in the box above)*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If you are submitting this application form electronically and are shortlisted for interview you will be asked to counter sign this form as part of the interview process*

**Correspondence**

Thank you for applying for this post. Your interest in working for us is much appreciated. It is not our practice to acknowledge receipt of applications. However, if you would like to be informed of the outcome of your application once the selection process has been completed, then please enclose a stamped addressed envelope.