EMMANUEL COMMUNITY SCHOOL

APPLICATION FORM FOR THE POST OF

………………………………………………………..…..

(please complete which post your applying for)

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| Personal Details | | |
| Surname: | | Forename(s): |
| Title: | D.O.B. | Details of any previous Surnames: |
| Address: | | Telephone numbers:  Home:  Work:  May we contact you at work?  Mobile:  Email: |
| Postcode: | | National Insurance number: |
| DfE No: | | Date of Qualification as a Teacher: |
| Work Permit details, if appropriate: | | |

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| Employment History | |
| PRESENT OR MOST RECENT EMPLOYMENT | |
| Name and address of Present /most recent employer:  Nature of business: | Job title:  Are you still currently employed by this organisation? |
| Date of appointment: | Grade and details of allowance:  Salary scale and current salary:  Notice required:  Date available to take up new post: |
| Reasons for leaving (if applicable): |

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| Teaching Experience | | | | | | | | | | | | |
| LA | Name Of School or College | Type of School or College | Number on Roll | Status | | | Exact Dates | | | | | |
| Full or Part-time | Qualified or Unqualified | Salary  Scale | From | | | To | | |
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| Employment Experience (Other than Teaching) | | | | | | |
| Employer (Name & Address) | Position | Responsibilities | From | To | Salary/  Grade | Reason for Leaving |
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| 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 |
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| Qualifications and Training | | | | | | |
| EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher/Work based)  Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary). Evidence of qualifications may be requested. | | | | | | |
| Examination, course (with dates) | | From | To | Result/Qualifications gained | | |
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| CONTINUING PROFESSIONAL DEVELOPMENT Please list recent courses and professional development in which you have been involved in the past 3 years and that you consider relevant to this post. Please continue on a separate sheet if necessary. | | | | | | |
| Subject | Provider | | | | Duration | Dates |
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| Referees | | | | | | |
| Name, address (inc Post Code if known) and Status/Position of two persons to whom reference may be made who can comment on your teaching and/or organisational ability. One MUST be your present or most recent employer. The other must be a previous employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from the Adviser/Inspector attached to your present school. If you are not currently working with children, you should provide details of the employer where you last worked with children.  In the case of applications from serving Head Teachers, please give the name and address of your current school Chair of Governors and Director of Children’s Services.  In the case of applications from serving Deputy Head Teachers, please give the name and address of your current Head Teacher and Director of Children’s Services.  References will not be accepted from relatives or friends. If you have worked with children previously, we will ask your referee about your suitability to work with children. Please give the names of two referees, one of whom must be your current employer.  We intend contacting referees prior to inviting you to formal interview. We reserve the right to take up references with any previous employer.  We would like the option of visiting you in your current workplace prior to interview. Please tick the box if this is possible | | | | | | |

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| If you were known to any of your referees by another name please give details: |
| 1st referee  Please confirm that we can contact before interview. Y/N   |  |  | | --- | --- | | Name: |  | | Position: |  | | Address: |  | | Tel: |  | | Email: |  | |
| How do the above know you? |
| 2nd referee  Please confirm that we can contact before interview. Y/N   |  |  | | --- | --- | | Name: |  | | Position: |  | | Address: |  | | Tel: |  | | Email: |  | |
| How do the above know you? |

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| DBS Declaration |
| **Do you have a DBS certificate?:**        ☐Yes      ☐No                       Date of check:  **Have you lived or worked outside of the UK in the last 5 years?:**    ☐Yes  ☐No  If you have lived or worked outside of the UK in the last 5 years, the Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question above, we may contact you for additional information in due course. |
| **DISCLOSURE AND BARRING SERVICE**  In the event of a successful application the Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  Please sign here if you agree that the appropriate enquiry might be made.  Signature: ……………………………………………………………………………………………. Date: …………………………………………………… |
| DATA PROTECTION ACT  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 General Data Protection Act 2018.  Signature: ……………………………………………………………………………………………. Date: …………………………………………………… |
| DECLARATION  If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.  If such a discovery is made after you have been appointed then you will be liable to be dismissed.  I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.  Signature ……………………………………………………………… Date ………………………………………….. |
| ASYLUM AND IMMIGRATION ACT 1996  In accordance with the Asylum and Immigration Act 1996, the Trust will require new members of staff to provide documentary evidence that they are legally entitled to live and work in the United Kingdom. Upon taking a post candidates should provide one of the official documents listed in the Notes for Applicants |

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| NOTES TO APPLICANTS   1. Before signing this form, please ensure that every section has been completed. 2. The application form together with information outlined in (3) below should be completed and submitted on line.  Applicants should ensure that they use the message options on their computer to request a “received” receipt.  If there is some reason why an on line application is not possible then applicants wishing to receive a receipt should enclose a stamped addressed envelope with their application. 3. Applicants should send 2-A4 pages detailing:  * Why the post attracts you * Why you believe you are the right person  1. Rehabilitation of Offenders Act 1974: You must declare all convictions that you have, including motoring offences and all convictions that have become “spent”. 2. Asylum and Immigration Act 1996: Upon taking a post applicants should provide one of the following from the list of official documents: 3. A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents), showing your name and National Insurance number. This could be a P45, a pay slip, a National Insurance card or a letter issued by one of the Government bodies concerned. 4. A passport describing you as a British citizen or as having the right of abode in or an entitlement to readmission to the United Kingdom. 5. A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that you have the right of abode in the United Kingdom. 6. A certificate of registration of naturalisation as a British citizen. 7. A birth certificate issued in the United Kingdom or in the Republic of Ireland. 8. A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which describes you as a national of that State. 9. A passport or other travel document endorsed to show that you are exempt from immigration control, have indefinite leave to enter, or remain in, the United Kingdom or have no time limit on your stay; or a letter issued by the Home Office confirming that you have such status. 10. A passport or other travel document endorsed to show that you have current leave to enter or remain in the United Kingdom and are not precluded from taking the employment in question; or a letter issued by the Home Office confirming that this is the case. 11. A United Kingdom permit issued to you as a national of a State which is a party to the European Economic Area Agreement. 12. A passport or other travel document endorsed to show that you have a current right of residence in the United Kingdom as a family member or a named national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom. 13. A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that you are a British citizen or have permission to take employment,. 14. A work permit or other approval to take employment issued by Work Permits (UK) or in Northern Ireland, by the Training and Employment Agency. 15. A passport describing you as a British Dependent Territories citizen and which indicates that the status derives from a connection with Gibraltar. |

Recruitment Monitoring Information

Post: …………………………….

Last name(s): ………………………………………………………………………..

First names(s): ……………………………………………………………………..

Date of Birth: …………………………………..

Gender:  Male  Female (Please select as appropriate)

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The information provided will be used for monitoring and statistical purposes only and this section will be detached from your application form prior to short listing. The information provided will be treated as confidential and will not affect the consideration of your application in any way.

It is the intention of The Emmanuel School Trust to have a workforce that reflects the diverse make-up of the community it serves. Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. The Emmanuel School Trust aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

Although in its infancy, the Trust will be aiming to develop and implement policies and procedures that include the best practise in equal opportunities and to ensure that all applicants are treated fairly and selection for appointment is based solely on a person’s ability to do the job.

By completing this form you will be assisting the Trust in starting to build the necessary data and knowledge that will assist the Trust in ensuring that they are able to treat everyone who applies to work in The Emmanuel Community School fairly, as the data will assist in showing whether minority groups are being treated equitably.

Until the Trust is formally created and able to conduct business for itself, the Sponsors will act on their behalf throughout the recruitment process ensuring that the equal opportunities policies and procedures applicable to their organisations are applied to ensure fairness through the recruitment process.

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| Medical History | |
| How many days sickness have you had in the last 2 years? (Exclude maternity related sickness): |  |
| Please provide any details you feel are relevant: |  |
| Do you need any special aids/adaptations to assist you at work, whether or not you have a disability? |  |
| Are you aware of any disability, on-going medical condition or treatment that we should be  aware of? |  |
| Have you ever had any health problems that may have been caused or made worse by work? |  |

**DISABILITY**

Employees with a disability or health condition are entitled in law to ‘reasonable adjustments’ to address their needs for support in the workplace. Therefore, the Trust are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barriers.

The term ‘disabled person’ covers people with a wide range of impairments and health conditions and includes people who are hard of hearing, have visual impairments, have medical conditions such as epilepsy or diabetes, heart disease or arthritis, have progressive conditions such as multiple sclerosis, HIV or cancer, have mental health difficulties such as anxiety or depression, have specific learning difficulties such as dyslexia or are wheelchair users.

Under the definition a person’s impairment must have lasted, or be expected to last for a year or longer and make it more difficult or time consuming for them to carry out normal day to day activities compared with a non-disabled person. Normal day to day activities include those relating to mobility, manual dexterity, physical co-ordination, continence, ability to lift and carry everyday objects, speaking, hearing, seeing, memory, ability to concentrate and ability to learn or understand.

Under the definition as set out above, do you consider yourself to have a disability or long term health condition?  Yes No

If YES, what is the effect or impact of your disability or health condition?

Prefer not to say

If you need any assistance to attend or participate in an interview, please give details.

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**ETHNIC ORIGIN**

The categories below are in line with the 2001 census

I would describe my ethnic group as:

1. White

British

English

Scottish

Welsh

Any other White background

Please specify:

2. Black or Black British

African

Caribbean

Any other Black background

Please specify:

1. Mixed

White & Asian

White & Black Caribbean

Any other Mixed background

Please specify:

4. Asian or Asian British

Bangladeshi

Indian

Pakistani

Any other Asian background

Please specify

1. Chinese

Chinese

Any other Chinese background

Please specify:

1. Other ethnic group

Other ethnic group

Please specify:

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**RELIGION AND BELIEFS**

Please identify your religion or belief from the list of religions most commonly found in Britain. We acknowledge that the list is not exhaustive and if your religion is not specifically listed we ask you not to take offence as none was intended.

I would describe my religion or belief as:

Buddhist

Christian

Hindu

Jew

Muslim

Sikh

Other Religion or Belief (please state)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No Religion

Prefer not to say

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SEXUAL ORIENTATION

I would describe my sexual orientation as:

Bisexual

Gay Man

Gay Woman/Lesbian

Heterosexual/Straight

Other

Prefer not to say

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The information contained on this form will be held on a computer file

Data Protection Act

I hereby give my consent for the Recruitment Monitoring information provided on this form 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.

Signed …………………………………………………………………………….

Date ………………………………………………………

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| **Please use this space for your Letter of Application:** |

Please send your application form and supporting details to:

Emmanuel Community School

The Drive, Walthamstow E17 3BN

By email to: [admin@emmanuelcommunityschool.co.uk](mailto:admin@emmanuelcommunityschool.co.uk)