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**Milton Hall Primary School and Nursery**

## Salisbury Avenue, Westcliff on Sea, SS0 7AU

*‘Dream it, Believe it, Achieve it’*

## **Headteacher Mr Andy Douglas Chair of Governors Mr Dave Taylor**

Telephone: 01702 330758 E-mail: recruitment@miltonhall.southend.sch.uk

Website: [**www.miltonhallschool.com/**](http://www.miltonhallschool.com/)

**Application Form for Specialist Learning Mentor**

**Closing date 09.12.2024**

We are committed to safeguarding and promoting the welfare of young people; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring services. Any offer of employment will be subject to satisfactory clearance thereof.

Please ensure that you complete **all** sections of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

**Milton Hall reserves the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.**

For further information on how we process your personal data please go to<http://www.miltonhallschool.com/vacancies/>

Please return your completed application form to:

Milton Hall Primary School and Nursery or Email: [recruitment@miltonhall.southend.sch.uk](mailto:recruitment@miltonhall.southend.sch.uk)

Salisbury Avenue,

Westcliff on Sea,

SS0 7AU

Tel: 01702 330758

Internal use only

Reference no:

Date received:

**Personal Details**

|  |  |
| --- | --- |
| Last name and title |  |
| First name (s): |  |
| Previous names: |  |
| Date of birth: |  |
| Email address: |  |
| Mobile Phone No: |  |
| Address: |  |
| National Insurance no: |  |

Do you have the right to work in the UK? Yes No

**Present Employment** (if currently employed)

|  |  |
| --- | --- |
| Employer’s name and address (if applicable): |  |
| Nature of business: |  |
| Current post title: |  |
| Date appointed: |  |
| Grade/salary range: |  |
| Current salary: £ |  |
| Notice required: Allowance(s) received: Type(s) |  |
| Reason for leaving: |  |

Please tick the box if you do not wish to be contacted at work

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

**job**

**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 | Reason for leaving |
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**Breaks in Employment History**

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, career break, voluntary work, training.

|  |  |  |
| --- | --- | --- |
| Start date | End date | Reason for break |
|  |  |  |
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**Ability to travel (if required)**

Do you have a valid driving licence? Yes No

Do you have access to a vehicle which you are able to use for work Yes No  
purposes?

If not, are you able to travel, for work purposes, by another means of Yes No

transport?

**Secondary School Education** (please list most recent first)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School(s) | From | To | Qualification/subject | Grade | Date obtained and awarding body |
|  |  |  |  |  |  |
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**Continuing Education** (University/College/Apprenticeships etc.)

Please list most recent first.

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

Including details of professional association membership

Do you hold Qualified Teacher Status (QTS)? Yes No

**If yes please complete the following:**

Date NQT/Early Career Teacher Statutory Induction Period completed (if qualified since August 1999)

Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Reference Number:

**Other relevant training and development activities attended**

**in the last five years**

Please list the most recent first and continue on a separate sheet if necessary.

Brief description/Course title Date Organising body

**Information in support of this application**

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

**References**

Please give the name and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. In the case of school references, this should be the Headteacher (or the Chair of Governors for Headteacher applications). Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Referee’s Name |  | Job Title |  | |
| Address |  | | | |
| Post code |  | Contact No |  | |
| Email Address |  | | | |
| How do you know them? |  | Period of time applicant known to referee: | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Referee’s Name |  | Job Title |  | |
| Address |  | | | |
| Post code |  | Contact No |  | |
| Email Address |  | | | |
| How do you know them? |  | Period of time applicant known to referee: | |  |

Note: (i) Referees will 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 or from people writing solely in the capacity of friends.

**Close Personal Relationships**

Are you a relative or partner, or do you have a close personal relationship with, any employee, Trustee or Governor of the establishment to which your application is being made (or to any County Councillor or employee of Southend Borough Council)? 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, Trustees, County Councillors or senior Managers of the School/SBC by or on your behalf is not allowed.

**Disclosures**

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2) to disclose whether:

* they have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or
* they have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.
* they are subject to any prohibitions relevant to the role

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance notes are available to accompany the SD2 form to assist candidates with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.

Where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application, along with other relevant pre-employment checks.

Shortlisted candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2018 (“the Regulations”) will be asked to complete a Disqualification Declaration Form.

A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available from the school office if you wish to review this Form prior to submitting your application.

**Safer Recruitment Declaration**

It is unlawful for a person who is barred from working with children to apply to work in a regulated position.

I certify that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post.

**Data Protection**

I acknowledge that by completing this form the school will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the school will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice.

If I am the successful applicant, I acknowledge that this information will be retained in line with the school’s retention schedule. If I am not the successful candidate, I acknowledge this information will be retained by the school in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.

All forms submitted (in paper or electronic format) will be held securely by the school in line with their data protection policy.

**Declaration and Signature**

Please read the following statement and information relating to your application carefully.

By ticking the box below, signing and submitting this form you are certifying that the information you have supplied is accurate and confirming that the declarations are true to the best of your knowledge. Any false information will result in the withdrawal of any offer of employment or, in the event of employment, in disciplinary investigation by the school which may result in dismissal.

I certify that the information I have supplied on this form is accurate and true to the best of my knowledge.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

If this form is submitted electronically you may be asked to sign a physical form if your application is progressed.

Thank you for applying for this post and your interest in working for this school. It is not our normal practice to acknowledge receipt of applications.



**Equality and Diversity Monitoring**

Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

|  |  |  |  |
| --- | --- | --- | --- |
| Ethnicity | Workforce census code | | Please tick |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
|  | WIRI | Irish |  |
|  | WIRT | Traveller of Irish Heritage |  |
|  | WROM | Gypsy / Roma |  |
|  | WOTH | Any other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
|  | MWBA | White and Black African |  |
|  | MWAS | White and Asian |  |
|  | MOTH | Any other Mixed background |  |
| Asian or Asian British | AIND | Indian |  |
|  | APKN | Pakistani |  |
|  | ABAN | Bangladeshi |  |
|  | CHNE | Chinese |  |
|  | AOTH | Any other Asian background |  |
| Black or Black British | BCRB | Black – Caribbean |  |
|  | BAFR | Black – African |  |
|  | BOTH | Any other Black background |  |
| Other ethnic group | ARAB | Arab |  |
| CHNE | Chinese |  |
| REFU | Refused/Prefer Not to Say |  |
| OOTH | Any other ethnic group |  |

|  |  |
| --- | --- |
| Sexual orientation | Please  tick |
| Bi-sexual |  |
| Gay Man |  |
| Gay Woman |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Gender | Please  tick |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Personal relationship | Please  tick |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Religion or belief | Please tick |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion (Write in) |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Disability  *Do you consider that you have a disability?* | Please tick |
| Yes - Please complete the grid below |  |
| No |  |
| Prefer not to say |  |
|  |  |
| My disability is: |  |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/ Difficulty |  |
| Long standing illness |  |
| Other |  |
| Prefer not to say |  |