

Application Form

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 complete the application form, ensuring that you complete all sections, and submit electronically to the relevant contact email address on the advert.

If you have any special requirements and/or require reasonable adjustment to enable you to complete this form and/or during the recruitment process, please email the relevant contact person on the advert.

Position applying for:

Click here to enter text.

Application date:

Click here to enter a date.

Personal details

Full name (including title):

Click here to enter text.

Previous name(s):

Click here to enter text.

Employment details

National insurance number:

Click here to enter text.

Do you have the right to work in the UK:

Yes ☐

No ☐

Contact details

Contact number(s):

Click here to enter text.

Home address:

Click here to enter text.

Contact email address (all correspondence will be via email):

Click here to enter text.

Training

Professional development details (please provide a brief description/course title, dates and organising body):

[Click here to enter text.](#)

Current employment

Post title and date of appointment:

[Click here to enter text.](#)

[Click here to enter a date.](#)

Please provide details including address and nature of business. If a school please include type, gender of pupils, age range and number of students:

[Click here to enter text.](#)

Provide a brief outline of current duties:

[Click here to enter text.](#)

Notice required:

[Click here to enter text.](#)

Reason for leaving:

[Click here to enter text.](#)

Current basic salary:

[Click here to enter text.](#)

Allowance(s) received – type and value:

[Click here to enter text.](#)

Previous employment

Please provide details:

Name and address of employer	Position held	Date of joining	Date of leaving	Reason for leaving
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Gaps in employment

If you have had any breaks in employment since leaving school, please give details of these periods and your activities during those times e.g., unemployment, raising a family etc.

Click here to enter text.

Do you hold a valid driving licence?: Yes ☐
No ☐

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

If you answered NO to the previous question, are you able to travel, for work purposes, by another means of transport?: Yes ☐
No ☐

Education

Higher Education – University/college/apprenticeships etc. – please include dates attended, subject, place and level achieved (the most recent first):

Qualification (Degree etc.)	Awarding Body/Institute	Attendance Dates	Subjects	Grades
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Secondary Schools attended – please include dates, subject and level achieved (the most recent first):

Qualification (GCSE, A Level etc)	School/College	Year Awarded	Subjects	Grades
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Professional qualifications

If applying for a teaching role please answer the following:

Your DfE number:

[Click here to enter text.](#)

Confirm that you have Qualified Teacher Status (QTS):

Yes ☐

No ☐

Do you hold Qualified Teacher Learning and Skills Status (QTLS):

Yes ☐

No ☐

Subject(s) taught and Key Stages:

[Click here to enter text.](#)

Membership of any professional bodies:

[Click here to enter text.](#)

Information in support of this application

Please use the person specification as a prompt to describe the experience, skills, competencies and qualification 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.

If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.

[Click here to enter text.](#)

Referees

If you are unable to provide details from your two most recent employers please clearly outline who your referees are. Applicants must ensure referees consent to be contacted and for reference information to be held for a period of a year.

We may contact other previous employers for a reference with your consent. References will not be accepted from relative or from people writing solely in the capacity of friends.

Current or most recent employer (please include name, address and contact email address):

Click here to enter text.

Are you happy for us to contact this referee prior to interview?:

Yes ☐

No ☐

Second referee (please include name, address and contact email address):

Click here to enter text.

Are you happy for us to contact this referee prior to interview?:

Yes ☐

No ☐

If either of your referees know you by another name, please give details:

Click here to enter text.

Declarations and consent

Please read the following statements and information relating to your application carefully. By submitting this form and clicking on the box below 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 which may result in dismissal.

Short-listed candidates will be asked to complete a Self-Disclosure form and a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application. A conviction/caution/reprimand will not necessarily be a bar to obtaining employment, save in the case of management positions where a Section 128 Direction issued by the Secretary of State will prohibit employment.

- 1) Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the UK or in any other country? These should exclude those defined as “protected” by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).**

Yes ☐ If you answered YES please provide details via email marked “confidential” in the subject line and send to the relevant contact email address on the advert.

No ☐

- 2) 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:** ☐

- 3) Have you been subject to any disciplinary action in a previous position or had any allegations made:**

Yes ☐ If you answered YES please provide details via email marked “confidential” in the subject line and send to the relevant contact email address on the advert.

No ☐

- 4) DBS National Update Service registration number:** [Click here to enter text.](#)

- 5) DBS National Update Service registration date:** [Click here to enter a date.](#)

- 6) Do you have any restrictions on being a resident or being employed in the UK?:**

Yes ☐ If you answered YES please provide details: [Click here to enter text.](#)

No ☐

- 7) Have you lived outside of the UK for more than 3 months in the past 5 years?:** Yes ☐
No ☐

- 8) Are you a relative or partner, or do you have a close personal relationship(s) to any current employees, pupils, trustees or governors?:**

Yes ☐ If you answered YES please provide details: [Click here to enter text.](#)

No ☐

I acknowledge that by completing this form SECAT will hold and process personal data about me in line with their data protection policy. I consent for SECAT to use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared with the shortlisting/interviewing panel, the authorised administration officer and HR. Any further sharing of this information will not take place without seeking prior written consent.

If I am the successful applicant I acknowledge and consent to this information being retained on my personal file for the duration of my employment and 7 years thereafter. If I am not the successful candidate I acknowledge and consent to the Trust retaining job applicant personal data for six months from the date of interview, subject to any exceptional circumstances, or to comply with laws or regulations that require a specific retention period.

Yes: ☐

All forms submitted (paper or electronic format) will be held securely by SECAT in line with the Data Protection Policy.

Thank you for applying and for your interest in working for the Trust.

Where did you hear about this position?:

SECAT Website ☐ School Website ☐ TES ☐ Essex Schools Website ☐
Southend Jobs for Schools website ☐ DFE Teaching Vacancies website ☐ Social media ☐

Other (please state) [Click here to enter text.](#)