

Application Form



Role:

Please return to: Head Teacher

Internal Use only

Reference No: MAT2024

or by e-mail to: office@combsford.suffolk.sch.uk

Date Received:

HOW TO COMPLETE THIS FORM

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of Part 1 and Part 2 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.

Vacancy Job Title | Class Teacher 1.0FTE |

Part 1 – Information for Shortlisting and Interviewing

Initials and Surname or Family Name | |

1. Letter of Application

Please enclose a letter of application, providing evidence to show you have the skills needed to fulfil the job description and a supporting statement, enlarging on the information provided elsewhere in this application form. You should indicate any special areas of teaching interest and give clear examples of your previous responsibilities and achievements. Examples could come from paid or unpaid work or any other activities that you have undertaken that you feel are relevant to the job you are applying for.

2. Current Employment

Name, address and telephone number of current employment: | |

Job Title: | |

Subject/age groups taught: | |

Date appointed to this post: | |

Payscale and Salary | |

Date available to begin new job: | |

3. Full Chronological Employment History (extend the table if necessary)

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 | Number of Roll and type of school, if applicable | Full or Part-Time | Dates (DD/MM/YYYY) | | Reason for Leaving |
|-----------------------|--|--|-------------------|--------------------|----|--------------------|
| | | | | From | To | |
| | | | | | | |
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4. Secondary Education and Qualifications

| Subjects (please list all subjects and results) | Grades | Date Achieved |
|--|--------|---------------|
| GCSE or equivalent [] | [] | [] |
| AS/A Level or equivalent [] | [] | [] |
| Other (please specify) [] | [] | [] |

5. Higher Education

| Name and address of university, college and/or university education department | Dates (DD/MM/YYYY) | | Full or Part-Time | Courses/subjects taken | Date of examination and qualifications/grades obtained |
|--|--------------------|----|-------------------|------------------------|--|
| | From | To | | | |
| | | | | | |
| | | | | | |
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6. Professional Courses Attended and/or Delivered

| Subject and organising body | Trainer or trainee | Date(s) | Duration |
|-----------------------------|--------------------|---------|----------|
| | | | |

7. Other Professional Qualifications

| Name of organising body | Training Establishment | Date achieved | Qualification/Grade |
|-------------------------|------------------------|---------------|---------------------|
| | | | |

8. Other Relevant Experience, Interest and Skills:

| |
|--|
| |
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9. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher (in a school) or equivalent person. In the case of serving Headteachers this may be the Director of Children's Services, Chair of Governors or Trustees. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is "time expired" if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

First Referee

| | |
|---|--------|
| Title and name: | |
| Address inc. postcode: | |
| Telephone Number: | |
| Email Address (required): | |
| Job Title: | |
| Relationship to applicant: | |
| I consent to this reference being requested before interview: | YES/NO |

Second Referee

| | |
|---|--------|
| Title and name: | |
| Address inc. postcode: | |
| Telephone Number: | |
| Email Address (required): | |
| Job Title: | |
| Relationship to applicant: | |
| I consent to this reference being requested before interview: | YES/NO |

10. Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee’s relationship with the candidate
- Details of the applicant’s current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing the below I consent to my named referees being contacted in accordance with the above. NB: References covering the last 5 years of employment will be required for the successful applicant.

| | |
|------------------------------------|--|
| (E-)Signature of Applicant: | |
| Print: | |
| Date: | |

You have the right to withdraw your consent at any time and can do so by informing our Data Protection Officer that you wish to withdraw your consent.

Please continue to Part 2

Part 2

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

1. Personal Information

| | | |
|--|---|------------------------|
| Surname or family name [] [] | Address [] [] | |
| Forenames [] [] | | |
| Title (Mr, Mrs, Miss, Ms, Dr) [] [] | County [] [] | Post Code [] [] |
| DfE Reference No [] [] | E-Mail Address (required): [] [] | |
| | Home Telephone No [] [] | |
| | Mobile No [] [] | |
| Do you have a current full clean driving licence? | Yes [] [] | No [] [] N/A [] [] |
| Do you require sponsorship (previously a work permit)? | Yes [] [] | No [] [] |
| If YES, please provide details under separate cover | | |
| Please indicate if you are related to a Governor or Employee of Children's Endeavour Trust, giving their name or state none if appropriate. | | |

2. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website](#).

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any

offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

3. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Job Applicant Privacy Notice and Data Protection Policy which can be found on our website.

Data Protection in our organisation is managed by Schools’ Choice who act as our Data Protection Officer and you can contact them with any questions relating to our handling of your data. Contact details are provided in our Data Protection Policy. The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their [website](#).

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

Notes

- a. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.
- b. Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- c. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- d. This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

4. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 15 above, and in particular that checks may be carried out to verify the contents of my application form.

| | |
|----------------------------------|--|
| E-Signature of Applicant: | |
| Print: | |
| Date: | |

Please continue to Part 3

Part 3 – Equality and Diversity Monitoring

This section will be separated from Part 1 and Part 2. 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 confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR), as outlined in section 16.

| Ethnicity | Workforce Census Code | | Please tick |
|------------------------|-----------------------|-----------------------------|-------------|
| | White | WBRI | |
| | 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 | |
| | APKN | Pakistani | |
| | ABAN | Bangladeshi | |
| | CHNE | Chinese | |
| | AOTH | Any other Asian background | |
| Asian or Asian British | AIND | Indian | |
| 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 | |

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