

## Application Form

Applicant Full Name (CAPITAL LETTERS):

Please return your completed application form to: the HR Department, email address is:

[hr@woodlandsschool.essex.sch.uk](mailto:hr@woodlandsschool.essex.sch.uk)

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 complete the application form in black ink or type and ensure you complete all the sections. The Declaration must be signed and can be found on the reverse of this form. When submitting this form electronically you will be required to confirm the information is accurate by ticking the box in section 15.

If you have any special requirements and/or require reasonable adjustments to enable you to complete this form and/or during the recruitment process please contact the school office.

### Section 1

#### Post Details

Application for appointment as:

School:

Reference no. (if applicable):

Closing date:



## Section 2

### Personal Details

<b>Title:</b> (e.g. Mr, Mrs, Miss, Ms)	<b>First Name(s):</b>	<b>Surname:</b>
<b>Previous Name(s):</b>		<b>Date of Birth:</b>
<b>Home Telephone No:</b>	<b>Home email address:</b>	<b>National Insurance No:</b>
<b>Work Telephone No:</b>	<b>Work email address:</b>	
<b>Mobile Telephone No:</b>		
<b>Address:</b>     		
<b>Do you have the right to work in the UK?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	

## Section 3

### Present Employment (if currently employed).

<b>Employer's name and address (if applicable):</b>   		
<b>Nature of business:</b>   		
<b>Current post title:</b>	<b>Date appointed:</b>	<b>Notice required:</b>
<b>Current salary: £</b>	<b>Grade/salary range:</b>	<b>Allowance(s) received:</b>  <b>Type(s)</b>
<b>Reason for leaving:</b>   		
<b>Please tick the box if you do not wish to be contacted at work</b> <input type="checkbox"/>		

## Section 4

Brief outline of duties in your current or most recent job

## Section 5

Previous Employment. Please supply all previous employment details without any gaps (most recent first) and complete Section 6 if necessary.

Employer	Start Date	End Date	Job Title	Reason for leaving

## Section 6

## 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:

## Section 7

Ability to travel (if required)
<p> <input type="checkbox"/> Yes, I can travel         </p>
<p> <input type="checkbox"/> No, I cannot travel         </p>

Do you have a valid driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have access to a vehicle which you are able to use for work purposes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, are you able to travel, for work purposes, by another means of transport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Section 8

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

Name of school:	From:	To:	Qualification/subject obtained and awarding body:	Subject:	Grade:

## Section 9

### Continuing Education (University/College/Apprenticeships/Teacher Training etc)

Please list most recent first.

Education Establishments:	From:	To:	Qualification/subject obtained and awarding body:	Subject:	Grade:

## Section 10

### 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:	Qualification gained (including class)

## Section 11

### Professional Qualifications

Including details of professional association membership

Do you hold Qualified Teacher Status (QTS)?

Yes ☐

No ☐

Teacher Reference Number:

If yes please complete the following:

Date NQT Statutory Induction Period (if qualified since August 1999) (statutory requirement for schools)

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

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

## Section 12

### 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 Essex County Council)? If 'yes', please state the name(s) of the person(s) and relationship (see notes below).

\_\_\_\_\_

Yes ☐

No ☐

\_\_\_\_\_

Failure to disclosure a close personal relationship as above may disqualify you.

Canvassing of Governors, Trustees, County Councillors or senior Managers of the School/Essex County Council by or on your behalf is not allowed.

## Section 13

### 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.*

## Section 14

**References:** If you currently work in a school or college, one of your references must be your Headteacher/Principal.

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. Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months.

**First Referee:**

**Name:**

**Address:**

**Position:**

**Telephone number:**

**Relationship between referee and applicant:**

**Period of time applicant known to referee:**

**Email address:**

**Second Referee:**

**Name:**

**Address:**

**Position:**

**Telephone number:**

**Relationship between referee and applicant:**

**Period of time applicant known to referee:**

**Email address:**

- 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 without your consent.
  - (iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.

**We welcome applications from people with disabilities. If you have a disability and are invited for an interview, please give details of any special arrangements that you require.**



## Section 15

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 by the school which may result in dismissal.

### Declaration

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

### Disclosure of Criminal Convictions

Preferred 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
- 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.

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. A person's criminal record will not in itself be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment.

### Safer Recruitment and Childcare Disqualification Checks

☐ 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.

Preferred 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.

### 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.

Continued over the page ...

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

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

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 paper applications. If you submit this form electronically you will receive confirmation that the form has been received.

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

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

### Where did you hear about this vacancy?

Tes ☐ Essex School Jobs ☐ DFE Website ☐ Recommendation from Member of Staff ☐

School Website ☐ Other (please specify) ☐

Aspiration  
RESILIENCE  
Opportunities  
EXCELLENCE

