**Application Form**

**Post Applied For**

|  |  |
| --- | --- |
| **Job Title:** |  |

|  |  |
| --- | --- |
| **School:** |  |

|  |  |
| --- | --- |
| **Reference no (if applicable):** |  |

**Where did you hear about this vacancy?**

School Website [ ]  TES online [ ]  Essex School Jobs Website [ ]  Word of mouth [ ]  Other (please specify) [ ]

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  |  **First name(s):** |  |

|  |  |
| --- | --- |
| **Last name:** |  |

|  |  |
| --- | --- |
| **Previous name(s):** |  |

|  |  |
| --- | --- |
| **Home address:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home telephone number:** |  | **Mobile telephone number:** |  |

|  |  |
| --- | --- |
| **Home email address:** |  |

***If you are happy for us to contact you at work, please provide contact details below:***

|  |  |
| --- | --- |
| **Work telephone number:** |  |
| **Work email address:** |  |

|  |  |
| --- | --- |
| **National Insurance No:**  |  |

**Do you need permission to work in the UK?** Yes: [ ]  No: [ ]

**Have you ever lived or worked outside the UK?** Yes: [ ]  No: [ ]

**Present (or most recent) Employment**

|  |  |
| --- | --- |
| **Employer’s name:** |  |

|  |  |
| --- | --- |
| **Employer’s address:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Nature of business:**  |  | **Start Date:**  |  |

|  |  |
| --- | --- |
| **Job title:** |  |

|  |  |
| --- | --- |
| **If a Teaching post, which subject:**  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Current Salary:**  |  | **Spine:** |  | **Point:** |  |

|  |  |
| --- | --- |
| **Allowance(s) received (Type(s) and Value(s)):**  |  |

|  |  |
| --- | --- |
| **Period of Notice required:** |  |

|  |  |
| --- | --- |
| **Brief Outline of duties:** |  |

|  |  |
| --- | --- |
| **Reason for leaving:**  |  |

**Previous Employment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer** | **Start Date** | **End Date** | **Job Title** | **Salary/****Grade** | **Reason for leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**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, raising family, voluntary work, training.

|  |
| --- |
|  |

**Mobility**

Please complete this section if the Person Specification for the post includes these requirements.

Do you have 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 not, are you able to travel, for work purposes, by other means of transport?

 Yes ☐ No ☐

**Secondary School Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** | **From** | **To** | **Qualification/subject obtained & awarding body** | **Grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Continuing Education**

(University/College/Apprenticeships etc.) Please list most recent first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational Establishment** | **From** | **To** | **Qualification/subject****obtained & a****warding body** | **Level/Grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Professional Qualifications**

Please give details of any Professional qualifications gained. Please list most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Qualification/subject obtained** | **Level/Grade** | **Date Awarded** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

And details of professional association membership:

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional Body** | **Level of Membership** | **Date joined** | **Current member?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

|  |  |
| --- | --- |
| **Teacher Reference Number:**  |  |

*If yes, please complete the following:*

Date of Statutory Induction Period (if qualified since August 1999)

|  |  |  |  |
| --- | --- | --- | --- |
| **Start:**  |  | **Completed:**  |  |

Have you at any time been barred from teaching by the DfE? Yes ☐ No ☐

**Other Relevant Training and Development**

Please list any other relevant Training and Development activities attended in the last 5 years, starting with the most recent.

|  |  |  |
| --- | --- | --- |
| **Course title / Brief description** | **Date** | **Organising Body** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*This part of the application form is intentionally Blank*

**Information in Support of this Application**

|  |
| --- |
| Please use the job outline and 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.   |

**Close Personal Relationships**

Are you a relative or partner, or do you have a close personal relationship with, any employee or Governor of the establishment to which your application is being made or to any employee of The Sigma Trust? If ‘yes’ please state, the name(s) of the person(s) and relationship.

Yes ☐ No ☐

|  |  |
| --- | --- |
| **Names:** |  |

|  |  |
| --- | --- |
| **Relationships:** |  |

*Failure to disclose a close personal relationship as above may disqualify you. Canvassing of Governors or Senior Managers of any Sigma Trust School by or on your behalf is not allowed.*

**References**

Please give the names and contact details of at least two references who can comment on your suitability for this position. One of them should be your current or most recent employer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Name: |  |
| Address: |  | Address: |
| Position:  |  |  | Position:  |  |
| Capacity in which you know the referee:  |  |  | Capacity in which you know the referee:  |  |
| Telephone Number:  |  |  | Telephone Number:  |  |
| E-mail address:   |  |  | E-mail address:   |  |

**Notes:**

*(I) Referees will be contacted before interview*

*(ii) If either of your referees knows 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*

**Online Searches**

In line with recommended practice in the statutory guidance “Keeping Children Safe in Education", the Trust will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited:

* to identify issues which call into question the applicant’s suitability to work with children;
* to verify employment history.

Searches will be conducted by an appropriate third-party organisation. Only information related to the purposes stated will be shared with the Interview Panel. Any information will be discussed with candidates at interview before any decisions regarding the recruitment process are made.

Please confirm you are giving your consent for the online search to be undertaken. Please note, as this is a statutory requirement, if consent is not given, this may affect your application.

Yes ☐ No ☐

**Declaration**

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

**By signing and submitting this form you certify and confirm the declarations are true to the best of your knowledge.**

**Declaration**

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by The Sigma Trust, and is likely to result in dismissal.

**Disclosure of Criminal convictions**

Short-listed candidates will be asked to complete a Self-Disclosure Form (SD2) and, where appropriate, a disclosure/status check will be sought from the Disclosure and Barring Service 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 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 sanctions imposed by a regulatory body which would restrict me from applying for this post.

Short listed candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2009 (“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. By signing this application form you acknowledge and consent to completing the Disqualification Declaration Form if you are shortlisted for a relevant post in a setting covered by the Regulations.

**Data Protection**

I acknowledge that by completing this form the Trust 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 Trust will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Applicant Privacy Notice. The Privacy Notice is available to view on the Sigma Trust Website:

<https://www.sigmatrust.org.uk/wp-content/uploads/2018/07/Privacy-Notice-Applicants.pdf>.

**Correspondence**

Thank you for applying for this post. Please be aware that it is not our practice to acknowledge receipt of applications, but you will be notified of the outcome of your application. Your interest in working with us is very much appreciated.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:**  |  | **Date:**  |  |