

Applicant Surname (CAPITAL LETTERS):

# Application Form



Please return your completed application form to:

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.

**Post details** Section 1

Application for appointment as: \_\_\_\_\_

School:: \_\_\_\_\_

Reference no. (if applicable) \_\_\_\_\_

Closing date: \_\_\_\_\_

Do you need permission to work in the UK? Yes  No



**This document is available on request in large print or Braille, on audio tape or disk**

## Personal details

### Section 2

Last name and title: \_\_\_\_\_ First name (s): \_\_\_\_\_

Previous names: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home telephone number: \_\_\_\_\_ Home email address: \_\_\_\_\_

Work telephone number: \_\_\_\_\_ Work email address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ National Insurance No.: \_\_\_\_\_

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

## Present employment (if currently employed)

### Section 3

Employer's name and address (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nature of business: \_\_\_\_\_

Job title: \_\_\_\_\_ Date appointed: \_\_\_\_\_

Grade/Salary Spine: \_\_\_\_\_ Current salary (point): \_\_\_\_\_

Notice required: \_\_\_\_\_ Allowance(s) received: Type(s): \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Value(s): £ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Brief outline of duties in your current or most recent job

### Section 4

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 5**

**Previous Employment** Please include all full time and part time positions. Please list the most recent and continue on a separate sheet if necessary.

Employer:	Start date:	End Date:	Job Title:	Salary/Grade	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, raising family, voluntary work, training, long periods of sickness etc.

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**Section 7**

How many periods of sickness absence have you had over the last 2 years?

How many days in total?

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**Section 8**

**Mobility** (please complete the section if the Person Specification for the post includes these requirements)

Do you have a valid driving license? 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 another means of transport? Yes  No

**Section 9**

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

School(s):	From	To:	Qualification/subject obtained & awarding body	Grade:	Dates

**Section 10**

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

Educational establishments:	From:	To:	Qualification/subject obtained:	Level/Grade	Dates:

**Section 11**

**Professional qualifications** Including details of professional association membership

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

DfES Number: \_\_\_\_\_

**If yes please complete the following:**

Date Statutory Induction Period (if qualified since August 1999) started: \_\_\_\_\_

completed: \_\_\_\_\_

General Teaching Council Registration date: \_\_\_\_\_

GTC Reg No. \_\_\_\_\_

**Section 12**

**Other relevant training and development activities attended in the last 5 years**

(Please list 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.**

**Section 14****References**

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Name and address

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Position

Telephone number:

Fax number:

E-mail address:

Name and address

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Position

Telephone number:

Fax number:

E-mail address:

- Notes: (i) Referees will be contacted before interviews unless otherwise requested (see below).  
 (ii) If either of your referees know you by another name please give details:  
 (iii) The Scholl/County Council 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

NB. Please tick the boxes only if you **do not** want your referees to be contacted prior to interview.

**Section 15****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 County Councillor of 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 disclose a close personal relationship as above may disqualify you. Canvassing of Governors, County Councillors or Senior Managers of the School/Essex County Council by or on your behalf is not allowed.

**Section 16**

Please confirm the following statements are true by signing the box below

**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 County Council, and is likely to result in dismissal.

**Disclosure of Criminal Convictions**

Short-listed candidates will be asked to complete a 'Disclosure of Criminal Convictions' form and, where appropriate, a Disclosure will be sought from the Criminal Records Bureau in the event of a successful application. A conviction will not necessarily be a bar to obtaining employment.

**Safe recruitment**

I certify that I am not on list 99, disqualified from working with children or subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC), which would restrict me from applying for this post.

**Data Protection Act 1998**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

**Correspondence**

Thank you for applying for this post. Your interest in working for Essex County Council is very much appreciated. It is not County Council practice to acknowledge receipt of applications. However, if you would like to be informed of the outcome of your application once the selection process has been completed, then please enclose a stamped addressed envelope.

Signed:

Date:

# Recruitment monitoring information

Reference no:

Post title:

Last name(s):

First name(s):

Date of birth:

Essex County Council and the School are committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the shortlisting panel. This section will be detached from the application form prior to shortlisting.

The categories below are in line with the 2001 census

## 1. Ethnic origin

*I would describe my ethnic origin as:*

### 1. White

- British
- Irish
- Any other white background
- Please specify .....

### 2. Black or Black British

- African
- Caribbean
- Any other Black background
- Please specify .....

### 3. Mixed

- White and Asian
- White and Black African
- White and Black Caribbean
- Any other Mixed background
- Please specify .....

### 4. Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Any other Asian background
- Please specify.....

### 5. Chinese

- Chinese

### 6. Other ethnic group

- Other ethnic group
- Please specify.....

## 2. Gender

- Female
- Male

## 3. Marital Status

- Married
- Not Married

The information contained on this form will be held on a computer file.



Achieving quality through equality

#### 4. Disability Discrimination Act 1995

Before ticking the appropriate box below please first read the definition of disability.

##### Definition of Disability

'The definition of disability, as outlined in the Disability Discrimination Act 1995 is as follows:

**“A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities”.**

To be protected under the Act,

- an individual must have an *impairment* which can be physical or mental
- it has to be substantial, that is something more than minor or trivial
- it needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected.

**and**

- It must *affect their day to day activities on a regular basis*.

The effect an impairment may have on day to day activities is defined in the Act as falling within the following categories:-

- mobility
  - manual dexterity
  - physical co-ordination
  - continence
  - ability to lift, carry or otherwise move everyday objects
  - speech, hearing or eyesight
  - memory or ability to concentrate, learn or understand
- or**
- perception of the risk of physical danger.

**I do** consider myself to have a disability as defined by the Disability Discrimination Act 1995 (as detailed above).

**I do not** consider myself to have a disability as defined by the Disability Discrimination Act 1995 (as detailed above).

##### Data Protection Act

Hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the data protection act 1998

**Signed:**

**Date:**