**JOB APPLICATION FORM– All Staff**

**Please read the enclosed Guidance Notes carefully before completing this form.**

Completed form can be emailed to [hr@sendat.academy](mailto:hr@sendat.academy) or posted to:  
HR SENDAT, Ask House, 2 Northgate Avenue, Bury St Edmunds IP32 6BB *This form is also available from* [*www.sendat.academy*](http://www.sendat.academy)

# What job are you applying for?

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| --- | --- | --- | --- |
| Job title: | **Head of School** | School/Provision: | **Priory School** |

# Where did you see the job advertised?

Please put only one answer, adding name of publication, website or other source as appropriate:

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| --- | --- | --- | --- |
| Newspaper: |  | Website: |  |
| Other: |  | | |

# SECTION 1: Personal Information

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you employed by a Local Authority maintained, academy or free school? | | | | | | | 🞏 Yes | 🞏 No | |
| Title: |  | | Middle name(s): |  | | | |
| First name: |  | | Last name: |  | | | |
| Preferred name: |  | | Any former names: |  | | | |
| Address: | | | | | | | |
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|  | | | | | | | |
| **Post code:** | | | | | | | |
| Home phone no.: | |  | Mobile phone no.: | |  | | |
| Email address: | |  | | | | | |
| NI number: | | | | | | |  | | |

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| **Do you have QTS?** |  |
| **QTS certificate number (where applicable)** |  |
| **Date of qualification** |  |
| **Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State, as a result of misconduct?** |  |
| **Teacher reference number (if applicable)** |  |

Flexible Working:

|  |  |  |
| --- | --- | --- |
| Are you applying to do this job on a part-time/job share basis? | 🞏 Yes | 🞏 No |
| If yes, please give details of the number of hours/days per week that you wish to apply for: | | |
|  | | |
| If you wish your application to be considered on a joint basis with somebody else also wishing to job share, please give his / her name and contact details: | | |
|  | | |

# SECTION 2: How you meet the selection criteria

Please use this section to answer the specific questions set out in the recruitment pack. If there are no specific questions provided, then you should use this section to provide evidence of how you meet each of the essential and desirable criteria set out in the person profile and to provide a supporting statement, enlarging on the information provided elsewhere in this application form. You should indicate any special areas of interest, teaching/non-teaching 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.

You should also use this section to include other information about why you want the job and anything else you wish to say.

*If you are hand writing your form, please continue on a separate sheet if necessary (clearly marking your National Insurance number and the job for which you are applying on each separate sheet).*

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| *This box will expand as you type…* |
|  |

# SECTION 3: Work and Other Relevant Experience

List below a full and unbroken record of your employment and other activities, either paid or unpaid (e.g. voluntary work, care of children or other relatives etc, whether or not you feel these are relevant to the post you are applying for).

Add additional tables by copying and pasting if typing otherwise photocopy these pages if you need to, in order to provide a **full and unbroken record**. Start with your current or most recent post and work backwards. Please include times when not employed, eg. Studying at xx university, unemployed whilst child caring, etc.

Detail the circumstances of your leaving each post under ‘Reason for Leaving’ and the way your employment ended, eg. to care for relatives, accepted voluntary redundancy, etc.

Most recent:

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| --- | --- | --- |
| Date started:  MM/YYYY | Name and address and type of workplace (if applicable): | Please state if student or other unpaid activity): |
|  |  |  |
| Date left: | Role : | Reason for leaving: |
|  |  |  |
| Job title and brief description of duties:  *Include Key Stage, age groups taught, number on school roll for all teaching posts* | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| Date started:  MM/YYYY | Name and address and type of workplace (if applicable): | Please state if student or other unpaid activity): |
|  |  |  |
| Date left: | Role: | Reason for leaving: |
|  |  |  |
| Job title and brief description of duties:  *Include Key Stage, age groups taught, number on school roll for all teaching posts* | | |
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| --- | --- | --- |
| Date started:  MM/YYYY | Name and address and type of workplace (if applicable): | Please state if student or other unpaid activity): |
|  |  |  |
| Date left: | Role: | Reason for leaving: |
|  |  |  |
| Job title and brief description of duties:  *Include Key Stage, age groups taught, number on school roll for all teaching posts* | | |
|  | | |
| Date started:  MM/YYYY | Name and address and type of workplace (if applicable): | Please state if student or other unpaid activity): |
|  |  |  |
| Date left: | Role: | Reason for leaving: |
|  |  |  |
| Job title and brief description of duties:  *Include Key Stage, age groups taught, number on school roll for all teaching posts* | | |
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| --- | --- | --- |
| Date started:  MM/YYYY | Name and address and type of workplace (if applicable): | Please state if student or other unpaid activity): |
|  |  |  |
| Date left: | Role: | Reason for leaving: |
|  |  |  |
| Job title and brief description of duties:  *Include Key Stage, age groups taught, number on school roll for all teaching posts* | | |
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| **Gaps in employment** | |
| **Please use the space below to explain any gaps in your paid employment** (continue on a separate sheet if necessary) | |
| **Dates from and to** | **Reason(s)** |
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# SECTION 4: Qualifications and Training

Please give details of relevant qualifications or training from secondary education level.

**Secondary education:**

Detail GCSE, A level, or other relevant qualifications.

*If typing, add boxes as required.*

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| --- | --- | --- | --- |
| Date: MM/YYYY | Level (eg. GCSE, etc.): | Subjects: | Grade achieved: |
|  | **GCSE/ Level 2/A level** |  |  |
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**Further or Higher Education:**

Detail Degree, Diploma or other relevant qualifications.

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| --- | --- | --- | --- |
| Date:  MM/YYYY | Qualification including examining body: | Subjects: | Grade achieved: |
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**Other relevant qualifications or training:**

Include details of membership of professional bodies, relevant courses attended and driving licence(s) held as relevant to post applied for.

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| --- | --- |
| Date: MM/YYYY | Details: |
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Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required at interview. **Do not send anything now.** Further information will be sent to you should you be invited to interview.

**Personal Interests/Hobbies:**

Detail any relevant interests of hobbies that you feel might support this application.

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# SECTION 5: Declarations

**Right to work in the UK**

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| The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested. |

**Canvassing of Trust/Board Members, School Governors, Senior Employees or other members of the school community**

Please list any personal relationships that exist between you and any of the following members of the Trust community: Directors/Trustees, Local Academy Board (LAB) members, staff, pupils. Relationships with any of the above does not necessarily prevent them from acting as a referee.

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| --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **Name** | **Relationship** | **Role at the Trust/School** | |  |  |  | |

**Disclosure and Barring and childcare disqualification**

The Trust is legally obliged to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s Applicants’ and Staff privacy statements.

**Do you have a DBS certificate?** ☐Yes ☐No Date of check:

Are you registered for the DBS online update service for employers? ☐Yes ☐No

If you have lived or worked outside of the UK in the last five years, the Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 years?** ☐Yes ☐No

**Transferable Service**

The transfer of continuous service from other schools and Local Authorities may be possible. If you think this applies to you, please provide the date from which your continuous service commences and the name of the organisation.

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| --- | --- |
| Date: MM/YYYY | Details: |
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# SECTION 6: Declaration and Data Protection Statement

Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:

• You consent to your data being processed

• Processing is necessary to evaluate your application for the position for which you have applied

• Processing is necessary for complying with legal obligations

• Processing is necessary for our legitimate interests

For further information, please see our privacy notice for job applicants (contained within the guidance notes accompanying this form).

I consent to the school carrying out checks and using information provided from the checks and this application form when making a decision about my suitability to work with or be in regular contact with children.

I understand that the school will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.

I understand that it is an offence to make a statement which is false or misleading in an application for registration.

I give consent for the school to carry out checks and use the information from the declaration and consent form and third party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to make a decision about my suitability.

I consent to the school carrying out on-line status checks using the DBS Update Service as and when required.

I have read the guidance notes accompanying this form. To the best of my knowledge, the information I have supplied on this form and any attachments is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees, previous and/or current employers.

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

Details of your application including your personal details will be stored in our archives and database for up to 6 months following completion of this recruitment process and then securely destroyed (for successful applicants for the whole of employment plus seven years).

The sections of this application form that include your personal details and equal opportunities information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

# INFORMATION GIVEN IN THE FOLLOWING SECTIONS WILL NOT BE USED TO INFORM ANY SELECTION DECISIONS AND WILL BE DETACHED PRIOR TO SHORTLISTING.

# SECTION 7: Health

The Trust is committed ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

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**SECTION 8 – References**

Please give the names and contact details of at least two referees who have knowledge in a professional capacity. One of them must be your current/most recent employer or tutor and your references **must cover all employment and/or any voluntary work in the past five-year period**. References should be provided by the Headteacher/establishment manager. **Personal references are not appropriate**.

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Relationship to you** | **Address and post code** | **Contact number** | **Email address** | **Is this your current employer?** |
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We operate a policy of open references. This means that you may read any references relating to you on written request.

If either of your referees knows you by a different name, please state:

If you do not wish us to contact your referees before interview, please tick this box: