

Applicant Surname (Capital Letters):

Application Form

Please return your completed application form to:

Mrs L. Coates
Headteacher
East Tilbury Primary School & Nursery
East Tilbury
Essex
RM18 8SB

Tel: 01375 648966
Fax: 01375 675814
E-mail: recruitment.etp@stcleres.coop

Thank you for your interest in St Clere's Co-operative Academy Trust.

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 in section 15 of this form. If you submit this form electronically you will be required to provide a signed copy of your completed application before any employment decision can be confirmed

Section 1

Post Details

Application for appointment as:

School:

Closing Date:

How did you hear about this post?

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



Personal Details

Section 2

Last name and title:	
First name(s):	
Previous names:	
Home Address:	
Home telephone number:	
Mobile number:	
Home e-mail address:	
National Insurance No:	

Present Employment (if currently employed)

Section 3

Employer's name and address (if applicable)	
Telephone Number:	
Nature of business:	
Job title:	
Date appointed:	
Grade/Salary Spine:	
Current Salary (Point):	
Notice required:	
Allowance(s) received:	Type(s): Value(s)£
Reason for leaving:	

Please check the box if you **do not** wish to be contacted at work **Brief outline of duties in your current or most recent job.**

Section 4

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Secondary School Education (Please list most recent first)

Section 8

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

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

Section 9

Educational establishment:	From:	To:	Qualification/subject obtained & awarding body	Level/Grade:	Dates:

Professional Qualifications

Including details of professional association membership

Section 10

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

Teacher Reference Number:

If yes please complete the following:

Date Statutory Induction Period (if qualified since August 1999)

Started:

Completed:

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

Please list the most recent first and continue on a separate sheet if necessary

Section 11

Brief description/Course title:	Date:	Organising Body:

Information in support of this application

Please use the Person Specification/Job Description 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/Job Description (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.

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 referees are.

Name and address:		Name and address:	
Position:		Position:	
Telephone number:		Telephone number:	
Fax number:		Fax number:	
E-mail:		E-mail:	

- 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 Trust 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
 (v) If you are currently working with children, your current employer will be asked about disciplinary offences relating to children, including any which the penalty is 'time expired' and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

Close Personal Relationships

Are you a relative or partner, or do you have a close personal relationship with, any **employee** or Governor of St Clare's Co-operative Academy Trust? 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 or Senior Managers by or on your behalf is not allowed.

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 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.

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.

Shortlisted 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 the 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 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 with us is very much appreciated. It is not 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:
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RECRUITMENT MONITORING INFORMATION
ST CLERE'S CO-OPERATIVE ACADEMY TRUST

Post title:

Last name(s): First name(s):

St Clere's Co-operative Academy Trust is committed to ensure 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 your application form prior to shortlisting. If you do not wish to share this information, you can select the 'prefer not to say' option.

1. Age

- | | | | |
|--------------------------------|--------------------------------|--------------------------------|--|
| <input type="checkbox"/> 15-19 | <input type="checkbox"/> 35-39 | <input type="checkbox"/> 55-59 | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> 20-24 | <input type="checkbox"/> 40-44 | <input type="checkbox"/> 60-64 | |
| <input type="checkbox"/> 25-29 | <input type="checkbox"/> 45-49 | <input type="checkbox"/> 65-69 | |
| <input type="checkbox"/> 30-34 | <input type="checkbox"/> 50-54 | <input type="checkbox"/> 70+ | |

2. Gender

- Male Female Prefer not to say

3. Ethnic origin

- | | |
|--|--|
| <input type="checkbox"/> Asian/Asian British—Bangladeshi | <input type="checkbox"/> Mixed—White and Asian |
| <input type="checkbox"/> Asian/Asian British—Indian | <input type="checkbox"/> Mixed—White and Black African |
| <input type="checkbox"/> Asian/Asian British—Pakistani | <input type="checkbox"/> Mixed—White and Black Caribbean |
| <input type="checkbox"/> Asian/Asian British—Other | <input type="checkbox"/> Mixed—Other |
| <input type="checkbox"/> Asian/Asian British - Chinese | <input type="checkbox"/> White—British |
| <input type="checkbox"/> Black/Black British—African | <input type="checkbox"/> White—Irish |
| <input type="checkbox"/> Black/Black British—Caribbean | <input type="checkbox"/> White—Other |
| <input type="checkbox"/> Black/Black British—Other | <input type="checkbox"/> Other (please specify) _____ |
| | <input type="checkbox"/> Prefer not to say |

4. Sexual Orientation

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Heterosexual | <input type="checkbox"/> Gay |
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Other |
| <input type="checkbox"/> Lesbian | <input type="checkbox"/> Prefer not to say |

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

5. Disability

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

The definition of disability, as outlined in the Equality Act 2010 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 more, or is likely to last for the rest of the life of the person affected (long term includes conditions which fluctuate or may recur such as cancer, HIV/AIDS and multiple sclerosis) **and**
- It must affect their day-to-day activities on a regular basis (day-to-day activities includes things such as reading, lifting and carrying objects, personal care, shopping, meeting and communicating with people. The effect of your impairment on everyday activities is considered as it would be without medication or aids. The only exception is eyesight which should be judged when an individual is wearing their usual lenses or spectacles).

I do consider myself to have a disability as defined by the Equality Act 2010 (as detailed above).

I do not consider myself to have a disability as defined by the Equality (as detailed above).

I prefer not to say

Data Protection Act

I 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

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Date

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