

# Application Form

## CONFIDENTIAL



Partnership Learning



SOUTHCHURCH  
HIGH SCHOOL

**Please complete ALL sections. Sections 1-6 of the Application Form will be used to shortlist candidates for interview.**

POST APPLIED FOR:		CLOSING DATE:	
<b>1. PERSONAL DETAILS (please complete in block letters)</b>			
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)		Last Name:	
First name(s)			
All previous surnames:			
Date of Birth			
Address for Correspondence:		Postcode:	
Home telephone no:		Mobile telephone no:	
Work telephone no: Extension (if applicable):		National Insurance no.	
Email address::			
<b>2. PRESENT OR LAST EMPLOYER</b>			
Name and address of employer:		Name and address of establishment where employed (if different):	
Postcode:		Postcode:	
Nature of business:		Job title:	
Present annual salary or weekly income (gross):			
Hours worked per week:		Other benefits (if applicable):	
Date appointed:		Notice required or leaving date if already left	
Reason for leaving:			
Brief description of duties:			

### 3. PREVIOUS EMPLOYMENT

Start with the most recent first.

Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section).

**DO NOT LEAVE ANY UNEXPLAINED GAPS IN YOUR EMPLOYMENT HISTORY.**  
**(Please continue on separate sheet if necessary).**

Employer name & address	Job title	Salary/income	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

### BREAKS IN EMPLOYMENT HISTORY

If you have had any breaks in employment since leaving school, give details of these periods of your activities during these times eg unemployment, career break, voluntary work, training.

*(Please continue on separate sheet if necessary). Please start with the most recent.*

Start date	End date	Reason for break

4. EDUCATION, TRAINING & QUALIFICATIONS					
Secondary School/College/University	Dates		Qualification/s gained (state level)	Grade/class of degree	Date
	From	To			

TEACHER STATUS	
If you are applying for a Teaching Staff post, please complete below:	
Teacher reference number	
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?	
Are you subject to a General Teaching Council sanction or restriction?	

OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)		
Organising Body	Course title	Length of course

## MEMBERSHIP OF PROFESSIONAL BODIES

Name of body	Type of membership	Date obtained

## 5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification.

**NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.**

## 6. REFEREES

Please provide details of two referees below. **Friends and relatives are NOT acceptable referees.** One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

Safer Recruitment dictates that only one reference can be sought from a previous education establishment and that can only be provided by the Headteacher.

The Trust reserves the right to approach any previous employer or manager. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

The school reserves the right to contact your referees before an offer of employment is made or considered.

Name (Referee 1):		Name (Referee 2):	
Title	Mr/Mrs/Miss/Ms/other	Title	Mr/Mrs/Miss/Ms/other
Role:		Role:	
Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	
Do you give consent to us contacting your present employer prior to interview?		YES <input type="checkbox"/> NO <input type="checkbox"/>	

## 7. PROTECTION OF CHILDREN

Please read the following statements and information relating to your application carefully. By submitting this form and ticking 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 Trust 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

The Trust is legally obligated 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 [Exemptions] Order 1975.

The Trust is required under the law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service.

Any data processed as part of the DBS check will be processed in accordance with data protections regulations and the Trust's Privacy Statement.

If you have lived or worked outside of the UK in the last 5 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 ☐

☐ 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.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

## 8. GENERAL

Please give details of any dates within the next [2 months] when you will not be available for interview. We cannot guarantee being able to offer you an alternative date.

Do you hold a current full driving licence?

YES ☐ NO ☐

Do you have regular use of a vehicle?

YES ☐ NO ☐

You are required to declare below any personal relationships that exist between you and any members of the Trust community:

- Governors/Trustees;
- Local Governor;
- Staff;
- Students

Please state name, relationship to you, and position (if applicable):

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.

YES ☐ NO ☐

This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

## 9. EQUALITY & REASONABLE ADJUSTMENTS

The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities via the selection process. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability so that we can make reasonable adjustments to the selection process, please tick the appropriate box below.

Do you consider yourself to be disabled?

YES

☐

NO

☐

Is there any information that we need in order to offer you a fair selection interview/process?

## 10. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination

## 11. DATA PROTECTION ACT

I acknowledge that by completing this form Partnership Learning will hold and process personal data about me (including special categories of data eg information about health) in line with their Data Protection Policy. I acknowledge that Partnership Learning will use/process this information for the duration of the recruitment process. I acknowledge this information will be shared in line with the Recruitment Privacy Notice.

If I am the successful applicant I acknowledge that this information will be retained in line with statutory guidance. If I am not the successful candidate I acknowledge this information will be retained in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.

All forms submitted (in paper or electronic format) will be held securely in line with the Data Protection Policy.

## 12. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

Thank you for applying for this post and your interest in working for us.

Signed

Date

Please return your completed Application Form by the closing date by email to [hr@southchurchschool.com](mailto:hr@southchurchschool.com), post or by hand to Southchurch High School, Southchurch Boulevard, Southend-on-Sea, Essex SS2 4XA.

## Recruitment and Selection Policy Statement

1. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. The Governing Body recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required:
  - receipt of at least two satisfactory references\*
  - verification of the candidate's identity
  - a satisfactory DBS disclosure if undertaking Regulated Activity.
  - verification of the candidate's medical fitness
  - verification of qualifications
  - verification of professional status where required e.g. QTS status
  - the production of evidence of the right to work in the UK
  - verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

***NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.***

\*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).



Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service

The Governing Body is committed to ensuring that people who have convictions/cautions/reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision the Governing Body will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Body is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

A copy of our Recruitment Procedure is available upon request.



In accordance with its policy on equal opportunities in employment, Partnership Learning will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance

**Please complete ALL sections as requested.**

**PERSONAL DETAILS (please complete in block letters)**

POST APPLIED FOR:

Last Name:

First name(s)

**1 Ethnicity**

**How would you describe yourself?**

Choose ONE section from A to E, and then tick the appropriate box

**A Asian or Asian British**

☐ Bangladeshi

☐ Indian

☐ Chinese

☐ Pakistani

☐ Any other Asian background, please write in box .....

**B Black/African/Caribbean or Black British**

☐ African

☐ Caribbean

☐ Any other Black background, please write in box .....

C	<p>Mixed/Multiple Ethnic Groups</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> Any other Mixed background, please write in box .....</p>
D	<p>Other Ethnic Group</p> <p><input type="checkbox"/> Arab</p> <p><input type="checkbox"/> Any other Ethnic Group, please write in box .....</p>
E	<p>White</p> <p><input type="checkbox"/> British/ English/Northern Irish/Scottish/ Welsh</p> <p><input type="checkbox"/> Gypsy or Irish Traveller</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White background, please write in box .....</p>
F	<p><input type="checkbox"/> Prefer not to say</p>

## 2 Disability

To make positive changes, Partnership Learning wants to address the different barriers faced by disabled people.

What do we mean when we say disability?

- Do you have a physical or mental impairment?
- Is it long term?
- Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?

**Do you consider yourself to have a disability or a long-term health condition?**

☐ Yes ☐ No

**What is the effect or impact of your disability or health condition?**

☐ Prefer not to say

If you would like to discuss your response, or are unsure of the types of reasonable adjustment that might be possible, please contact your manager who is trained to help and support you.

### 3 Gender

Would you describe yourself as:

- ☐ Male ☐ Female ☐ Prefer not to say

Is your present gender the same as the one assigned to you at birth?

- ☐ Yes ☐ No ☐ Prefer not to say

### 4 Sexual orientation

Monitoring sexual orientation in our staff and in our recruits is a significant step towards acknowledging gay, lesbian and bi sexual staff within Partnership Learning.

We seek to become an exemplar employer and make sure our processes and practices are fair to all staff. However we recognise you may not wish to provide this information.

What is your sexual orientation?

- ☐ Bisexual  
☐ Gay man  
☐ Gay Woman / Lesbian  
☐ Heterosexual / Straight  
☐ Other  
☐ Prefer not to say

### 4 Age monitoring

What is your Date of Birth?

--/--/----

### 5 Religion and belief

Below is a list of religions that are the most commonly found in Britain. They are listed in alphabetical order.

Please tick the box that best describes you:

- ☐ Buddhist  
☐ Christian (including Church of England, Catholic, Protestant and all other Christian denominations)  
☐ Hindu  
☐ Jewish  
☐ Muslim  
☐ Sikh  
☐ Other Religion or Belief (please state) .....

- ☐ No Religion
- ☐ Prefer not to say

**6 Legal martial or same sex status?**

- ☐ Single
- ☐ Married
- ☐ Married, same-sex partner
- ☐ Civil partnership
- ☐ Other(please state) .....
- ☐ Prefer not to say

**Data protection:** I acknowledge that the data is collated for the purposes of equal opportunities monitoring and will be processed in accordance with the Data Protection Policy.

I hereby give my consent to Partnership Learning processing the data supplied in this form for the purpose of recruitment and selection.

Applicant's signature

Date