



The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Debden C of E Primary Academy
High Street
Debden
Saffron Walden
Essex CB11 3LE
Tel: 01799 540302
Fax: 01799 550845

POST APPLIED FOR _____

CLOSING DATE FOR APPLICATIONS _____

PERSONAL DETAILS (Block letters please)

Title: _____	Last Name: _____	First name(s): _____
Previous Names: _____		Date of Birth: _____
Address: _____ _____		
Telephone No.: _____ (Home)		_____ (Work)
Mobile No: _____		email address: _____
National Insurance No: ____ / ____ / ____ / ____ / ____		

PRESENT SCHOOL EMPLOYMENT (or other place of work)

Name and Address of School	LEA	Date appointed	Job Title	NOR	Year Group	F/T or P/T	Subjects Coordinated

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

Present Salary Point: _____

Basic Salary: £_____ (full time equivalent p.a.)

Please confirm which pay scale you are currently on:

Leadership Group
Advanced Skills Teacher
Upper Pay Scale
Main Pay Scale

Are you in receipt of any additional allowances,
if so please specify:

TLR
Special Needs
Recruitment & Retention

Notice Required: _____

Reason for Leaving: _____

PREVIOUS EMPLOYMENT (please include all work experience outside teaching). Please list the most recent first and continue on a separate sheet if necessary.

Employer	Brief Job Description	Start date/ End date	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.

SECONDARY SCHOOL EDUCATION

School(s)	From	To	Qualifications/Subjects obtained & awarding body	Grade	Dates

CONTINUING HIGHER EDUCATION

Place of Study (University, College etc.)	From	To	F/T or P/T	Main Subjects	Subsidiary Subjects	Qualifications gained (Degree, Cert, Diploma)

PROFESSIONAL QUALIFICATIONS (including membership of professional bodies)

Do you have QTS: YES/NO Date of Qualification: _____ DfES Ref. No. _____

Do you need permission to work in the UK? YES/NO

Have you got a current DBS number? Have you a NPQH? YES/NO

OTHER RELEVANT TRAINING & DEVELOPMENT ACTIVITIES IN LAST 5 YEARS (including courses and seminars – most recent first)

Course Title / Brief description	Organising Body	Date

HEALTH

- | | |
|--|-----------|
| a. Do you have a health problem, or a disability which is relevant to your job application?
If YES, please details. | YES / NO? |
| b. Are you registered as disabled?
If YES, please give your RDP number, and date of expiry of present registration | YES / NO |

DETAILS IN SUPPORT OF APPLICATION

You are requested to set out below details in support of your application, which should include the reason why you are applying for the post, and any other information which you consider relevant. Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this position. If necessary attach additional sheets. Teachers should provide details of any specialist teaching experience/skills that may be relevant to the post.

REFERENCES

It is expected that teachers will name their present, or most recent employer, as their first referee. College leavers should name the Principal of their College.

Name and Address:	
<hr/>	
<hr/>	
<hr/>	
Position:	<hr/>
Telephone number:	<hr/>
Fax number:	<hr/>
E-mail address:	<hr/>

Name and Address:	
<hr/>	
<hr/>	
<hr/>	
Position:	<hr/>
Telephone number:	<hr/>
Fax number:	<hr/>
E-mail address:	<hr/>

Referees will be contacted before interview, unless otherwise requested.

If either of your referees know you by another name, please give details. _____

Declaration

I certify that, to the best of my knowledge and belief, the information I have provided is true, and I understand that any false will result, in the event of employment, in disciplinary investigation by the School, 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 Disclosure and Barring Service in the event of a successful application. A conviction will not necessarily be a bar to obtaining employment.

Safer Recruitment

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.

Data Protection Act

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.

Child Protection

The Governors are committed to safeguarding children to ensure that unsuitable people are not appointed to work with them. Appointment will be subject to satisfactory references, CRB and medical checks.

Correspondence

Thank you for applying for this post. Your interest in working with us is very much appreciated. We will let you know the outcome of your application.

Signed _____

Date _____

**DEBDEN C OF E PRIMARY ACADEMY
RECRUITMENT MONITORING INFORMATION**

Post Title: _____

Last Name: _____ First Name(s) _____

Date of Birth: _____

Debden C of E Primary Academy is 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 policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical purposes only and will not be seen by the short-listing panel. This section will be detached from your application form prior to shortlisting.

1. Ethnic origin

I would describe my ethnic origin as:

(a) White

British

☐

Irish

☐

Any other white background

☐

Please specify

(d) Asian or Asian British

Bangladeshi

☐

Indian

☐

Pakistani

☐

Any other Asian background

☐

Please specify

(b) Black or Black British

African

☐

Caribbean

☐

Any other mixed background

☐

Please specify

(e) Chinese

Chinese

☐

(f) Other Ethnic Group

Other ethnic group

☐

Please specify

(c) Mixed

White and Asian

☐

White and Black African

☐

White and Black Caribbean

☐

Any other mixed background

☐

Please specify

2. Gender

Female

☐

Male

☐

3. Marital Status

Married

☐

Not Married

☐

4. Sexual orientation

Heterosexual

☐

Transgender

☐

Gay

☐

Prefer not to say

☐

Lesbian

☐

Bisexual

☐

Other (please specify) _____

☐

5. Disability Discrimination Act 1995

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

Definition of Disability

“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)

☐

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 _____ Date _____

Notes for Applicants
DISCLOSURE OF CRIMINAL CONVICTIONS

It is the Governing Body's practice to require applicants for employment with Debden C of E Primary Academy to disclose any previous convictions or cautions. Any information you provide will be treated as strictly confidential and will be considered only in relation to the particular post you have applied for on this occasion.

Disclosure of a conviction or caution does not necessarily mean that you will not be appointed: a person's suitability will be looked at as a whole in the light of all the information available - a main consideration will be whether the offence is one which would make a person unsuitable to work in a capacity which provides the opportunity for access to children or young persons.

Because of the nature of the work for which you have applied you are required to disclose all criminal convictions or cautions, including any which may be "spent" under the Rehabilitation of Offenders Act 1974. This is because the post you are applying for is covered by the Rehabilitation of Offenders Act 1997 (Exceptions) Order 1975 or 1986 and therefore even "spent" convictions must be disclosed. Unless therefore you are already employed by the Essex County Council in a capacity which provides the opportunity for access to children or young persons (e.g. if you work in an educational establishment), you must disclose - at the time of application any criminal convictions or cautions which for other purposes are "spent" under the provisions of the Act. In the event of employment any failure to disclose any such convictions could result in dismissal or disciplinary action by the Governing Body

A conviction includes:

- A sentence of imprisonment, youth custody or borstal training.
- An absolute discharge, probation order, conditional discharge, bind-over order, fit person order, supervision order or care order arising from criminal conviction.
- Simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces.
- Detention by direction of the Home Secretary.
- Detention Centre, remand home, approved school or attendance centre order.
- A suspended sentence.
- A fine or any other sentence not mentioned above.

DBS CHECKS

If you are selected for a post - and are not presently employed by the Essex County Council in a capacity which provides the opportunity for access to children or young persons (e.g. if you work in an education establishment) - you will be asked to give your consent for the Governing Body to undertake a DBS check to establish whether you have been convicted of any criminal offence.

A DBS check will not be made without your consent, although you should be aware that refusal to give your consent could prevent your appointment. Any information provided by the DBS will be kept securely whilst it is being considered and will then be destroyed. No record will be kept relating to any specific offence.