



SHENFIELD HIGH SCHOOL

Application Form

Please return your completed application form to:

The Headteacher
Shenfield High School
Alexander Lane
Shenfield
Essex CM15 8RY

Thank you for your interest in working with us.
The following information is necessary to ensure that full consideration can be given to all candidates.
The information will be treated as confidential.

Post Details

Application for appointment as:

Section 1

Applicant Surname:

Closing date:

Where did you hear about this vacancy?

Do you need permission to work in the UK?

YES NO



Business & Enterprise



Maths & Computing



Recognition of Quality Award



INVESTOR IN PEOPLE



HISTORY SCHOOL



ARTS COUNCIL



ARTS COUNCIL



ARTS COUNCIL

L E A R N I N G F O R L I F E

Headteacher: Carole Herman MA

Registered in England and Wales No. 7898905

Personal Details

Section 2

Last name and title:

First name(s):

Previous Surname(s):

Date of birth:

National Insurance No.

Home telephone number:

Work telephone number:

Home email address:

Work email address:

Address:

Please click on 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:

Allowances received: Type(s)

Value(s): £

Reason for leaving:

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

Section 4

Secondary School Education**Section 8**

School(s)	From	To	Qualification/ subject obtained	Grade	Dates

Continuing Education *

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

Section 9

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

Professional Qualifications

Including details of professional association membership

Section 10

Do you hold Qualified Teacher Status (QTS)?

Yes No

If you are a qualified teacher please complete the following:

Date Statutory Induction Period (if qualified since August 1999)

started:

completed:

General Teaching Council Registration date:

GTC Reg/No

DFS Number :

Other relevant training and development activities attended in the last 4 years***Section 11**

Brief description/Course title

Date

Organising Body

Information in support of this application

Section 12

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/Job Description (please use continuation sheet at the end of this document if necessary). If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to this post.

Shenfield High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

References

Section 13

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do so, please clearly outline who your references are. Please note that the school must have two written references prior to interview.

Name and address:

Name and address:

Position:

Position:

Relationship:

Relationship:

Telephone number:

Telephone number:

Fax number:

Fax number:

E mail address:

E mail address:

Note:

- i. Referees will be contacted before interviews.
- ii. If either of your referees know you by another name please give details.
- iii. The school/ 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.

Family Relationships

Section 14

Are you a relative or partner, or do you have a close personal relationship with any Governor or employee of Shenfield High School?

Yes

No

If 'Yes', please state the name(s) of the person(s) and relationship (see notes below)

Failure to disclose a family relationship as above may disqualify you. Canvassing of Governors or employees of Shenfield High School on your behalf is not allowed.

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 School, and is likely to result in dismissal.

Disclosure of Criminal Convictions

Please complete the 'Disclosure of Criminal Convictions/Cautions/Reprimands/bind overs' 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 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.

Signed:**Date:****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.

Equal Opportunities Policy

Shenfield High School intends no discrimination whether against or in favour of any employee or applicant for employment, except in circumstances where compulsory redundancy would otherwise be caused.

Nevertheless, the school is aware of the difficulties faced by minority racial groups, women and the disabled, in finding suitable employment and in securing promotion, which are increased at a time of high unemployment and a restricted job market.

The school recognises its obligations to all such members of the community equally with its obligations to others and its policy is, therefore:

- That members of minority racial groups, people of either sex and the disabled should be given equal consideration when applying for employment, having regard to the individual aptitudes and abilities of all candidates in relation to the requirements of the job
- That those groups should be given equal consideration for training, career development and promotion
- To consider the practicability where necessary of adapting premises and equipment and providing special aids in the case of the disabled
- To maintain a close liaison with the Disablement Resettlement Officers of the Department of Employment on applications for employment and on training for the disabled.

The school reminds all members of its staff that each individual employee has obligations not to discriminate against minority racial groups, people of either sex or the disabled. All employees are required to comply with the Equal Opportunities Policy and to co-operate in measures introduced by the school to implement it. Failure to do so may result in disciplinary action.

Any employee having a complaint as to discrimination or victimisation relative to the school's Equal Opportunities Policy or the legislation to which it relates should raise the matter with the Headteacher and, if the complaint is not then, or subsequently, resolved, it may be referred for determination by the appropriate Governors' Committee.

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 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 by the Disability Discrimination Act 1995 (as detailed above)

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



Essex County Council

Disclosure of Criminal Convictions / Cautions / Reprimands / Bind overs
(Spent and Unspent)

Self-Disclosure Form (SD2)

Please read carefully the accompanying notes and then enter any convictions and cautions below.

Please enter NONE if applicable

Offence	Date of conviction / caution / reprimand / bind over	Sentence
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Please list below details of any pending prosecutions

Please enter NONE if applicable

Court to which summoned	Appearance date	Alleged offence
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I certify that i) I have read and understood the attached guidance notes; ii) to the best of my belief, the information I have entered is true and I understand that any false information or failure to disclose criminal convictions will result, in the event of employment, in a disciplinary investigation by the County Council / Governing Body, and is likely to result in dismissal.

Name *(please use CAPITALS)*:

Signature:

Date:

Post applied for:

PLEASE COMPLETE THE FORM AND RETURN IT TO THE SCHOOL/ACADEMY IN A CONFIDENTIAL ENVELOPE

SD2 Notes of Guidance

1. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept or do any work in a 'regulated position'.
2. As the post for which you are applying is one that will give you substantial unsupervised access to children and young people it is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Orders from time to time enacted and in force. You are therefore required to disclose 'spent' as well as 'unspent' criminal convictions, cautions or reprimands or bind overs and any pending prosecutions against you in line with the requirements below.
3. **You must declare the following**
 - Cautions given less than 6 years ago (where you were over age 18 at the time of caution)
 - Cautions given less than 2 years ago (where you were age under 18 at the time of caution)
 - Any convictions, whenever they occurred, relating to an offence from a prescribed list available from: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> or from your school office.
 - All convictions that resulted in a custodial sentence (regardless of whether served and whenever they occurred)
 - Where you have more than one conviction all convictions must be declared.
 - Other convictions given less than 11 years ago (where you were over age 18 at the time of conviction)
 - Other convictions given less than 5.5 years ago (where you were under age 18 at the time of conviction)
4. The information you provide (by completing the form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.
5. Disclosure of a conviction, caution, reprimand, bind over or pending prosecution 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, and in accordance with the Governing Body's on the employment of ex-offenders, a copy of which can be obtained from the Governing Body. A main consideration will be whether the offence is one which would make a person unsuitable to work in the capacity of the post applied for. If you disclose information which you are not required to, this will be disregarded. Any information provided which is not relevant to employment will be disregarded
6. A conviction includes:
 - a. A sentence of imprisonment, youth custody or in a young offenders institution;
 - b. An absolute discharge, conditional discharge, bind over;
 - c. A fit person order, a supervision or care order, a probation order or community punishment order or an approved school/academy order arising from a criminal conviction;
 - d. Simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces.
 - e. Detention by direction of the Home Secretary;
 - f. Remand centres, secure training centres or in secure accommodation;
 - g. A suspended sentence;
 - h. A fine or any other sentence not mentioned above.
7. A caution is a formal warning about future conduct given by a Senior Police Officer, usually in a Police Station, after a person has admitted an offence. It is used as an alternative to a charge and Positive Prosecution.
8. A Reprimand has replaced a Caution for young people under 15. A young person given a second formal warning about future conduct is then given a formal warning.
9. A Bind over is an order which requires the defendant to return to Court on an unspecified date for sentence.
10. Driving offences must be declared unless excluded by the criteria in 4. above.
11. Failure to disclose convictions, cautions, reprimands or bind overs and any pending prosecutions may, in the event of employment result in dismissal or disciplinary action by the Governing Body.

As the post for which you are applying falls within the category for which a criminal record disclosure is required, if you are selected for appointment, you will be required to apply for an enhanced Disclosure & Barring Service (DBS) disclosure. A refusal to make such an application could prevent your employment.

DBS CONSENT FORM

(TO BE COMPLETED BY PREFERRED CANDIDATES/VOLUNTEERS)

Applicant Name:

I acknowledge that in order to process my application to be employed / engaged by the school that an enhanced DBS check will be undertaken.

I confirm that in the event that my DBS certificate contains any police or other information I will produce the original DBS certificate to the school within 5 working days following my receipt of it, in order for the school to proceed with my application/engagement. I acknowledge that if I fail to produce my original DBS certificate within this timeframe, the school may not proceed with my application.

I understand that if I commence work before I receive my DBS certificate and/or produce it to the school that this will be on a conditional basis as set out in my conditional offer letter/conditional contract/volunteer agreement. If my DBS check is unsatisfactory to the school I acknowledge that my employment/engagement will not be confirmed/will not continue.

I confirm that I give my consent for the school to take a copy or image of my original DBS certificate and hold the copy/image for as long as is necessary to complete the recruitment process. At the end of this period I acknowledge that the school will remove the copy from their records and destroy it.

I further acknowledge that the school may share the information contained on the DBS certificate with a third party for the purposes of seeking guidance on the recruitment decision, where appropriate.

The school confirms that it will comply with the DBS Code of Practice at all times. A copy of the school's policy on the recruitment of ex-offenders can found in the Recruitment Policy which is available [from the school office/on the intranet].

Signed.....

Print name.....

Date.....

Additional section to be completed by applicants who have a subscription to the DBS online update service:

By signing this section of the form you confirm that you are registered with the DBS update service and you give permission for the school to carry out a status check with the DBS online update service.

You confirm you will produce to the school your current DBS certificate and any further information required to carry out a DBS status check.

You acknowledge that the school may require a new DBS check to be obtained if the certificate you have presented is not at an appropriate level or for an equivalent role. A new check may also be required if the online status check indicates that your certificate is no longer current.

Signed.....

Print name.....

Date.....