



# 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



THE SCHOOL AWARD



ARTS COUNCIL ENGLAND



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

Headteacher: Clare Costello

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:

Mobile 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 Point:

Current Salary Amount: £

Notice required:

Allowances received: Type(s)

Value(s): £

Reason for leaving:

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

**Section 4**

Please list the most recent first and continue on additional information sheet at the end of this document if necessary

**Section 5**

<b>Employer</b>	<b>From</b>	<b>To</b>	<b>Job Title</b>	<b>Salary/Grade</b>	<b>Reason for leaving</b>

**Breaks in Employment History**

**Section 6**

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training, etc.

**Mobility**

**Section 7**

(Please complete this section if the Person Specification for the post includes these requirements)

- Do you have a valid driving licence? Yes  No
- Do you have access to a vehicle which you are able to use for work purposes? Yes  No
- If not, are you able to travel, for work purposes, by another means of transport? Yes   
No

**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)

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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)



**II. Equal opportunities** (complete all sections) Please note this section is for monitoring purposes and to assist Shenfield High School in promoting equality and diversity.

Shenfield High School confirms its commitment to a policy of equal opportunities in employment in which individuals are selected, trained, appraised, promoted and otherwise treated on the basis of their relevant merits and abilities and are given equal opportunities within Shenfield High School. To enable us to monitor the operation of this policy, it is necessary to collect relevant information from all job applicants and employees.

**Nationality  
Marital status**

Please mark with a tick the box(es) below which most closely describe you.

**Ethnic Background**

**A White**

- British
- English
- Scottish
- Welsh
- Irish
- Other White background (please specify below)

**B Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Other Mixed background (please specify below)

**C Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh**

- Indian
- Pakistani
- Bangladeshi
- Other Asian Background (please specify below)

**D Black, Black British, Black English, Black Scottish or Black Welsh**

- Caribbean
- African
- Other Black background (please specify below)

**E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh**

- Chinese
- Other (please specify below)

**F Other Ethnic Background**

- Other (please specify below)

**G**

- Do not wish to disclose

**Sexual Orientation**

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

# DISCLOSURE OF CRIMINAL RECORD

## (SPENT AND UNSPENT) SELF-DISCLOSURE (SD2)

Please carefully read the accompanying notes and answer all of the questions below:

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Please enter NONE if applicable.		
Offence	Date of conviction / caution	Sentence

Do you have any spent adult cautions (simple or conditional), or spent convictions, which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as <a href="#">amended</a> )? Please enter NONE if applicable.		
Offence	Date of conviction / caution	Sentence

If you are not sure whether your caution(s) or conviction(s) should be disclosed please see attached notes and contact [Nacro](#) for further advice.

Have you been convicted or cautioned for any offences which occurred outside England & Wales which would be equivalent to a specified offence in England and Wales? The full list of specified offences can be found on the <a href="#">DBS Website</a> . You should take independent/legal advice to ensure the information you provide is truthful and accurate. Please enter NONE if applicable.			
Offence	Date of conviction / caution	Sentence	Country/Jurisdiction where offence occurred

### Applicant Declaration

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 accurate. 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 Board 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 IN AN ENVELOPE MARKED "CONFIDENTIAL SD2 FORM FOR POST (INCLUDE POST TITLE OR NUMBER) TO BE OPENED BY SELECTION PANEL ONLY"**

# SD2 NOTES OF GUIDANCE

## Criminal record self-declaration form for jobs exempt from the ROA

This form must be completed by all applicants for jobs, activities or posts that are eligible for standard or enhanced DBS checks. The information disclosed on this form will not be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

You should disclose:

All unspent conditional cautions and convictions

Any spent convictions or cautions which meet the criteria as outlined in the table below:

Disposal	Age when given/sentenced	How long since given/sentenced?
Caution for a specified offence*	18 or over	Any time
Caution for non-specified offence	18 or over	Less than 6 years
Conviction for specified offence	Any age	Any time
Conviction resulting in custodial sentence	Any age	Any time
Conviction for non-specified offence	Any age	Less than 11 years
	Under 18	Less than 5½ years

The full list of specified offences can be found on the [DBS Website](#).

For further information on criminal record self-declaration for roles that are eligible for standard or enhanced DBS checks please refer to [Nacro guidance](#) and the [MOJ website](#).

A person's criminal record will not in itself, prevent a person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the caution or conviction is relevant to the position applied for
- The seriousness of any offence revealed
- The age of the applicant at the time of the offence(s)
- The length of time since the offence(s) occurred
- Whether the applicant has a pattern of offending behaviour
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
- Whether the applicant's circumstances have changed since the offending behaviour.

### Disclosure and Barring Service (DBS) disclosure

As the post for which you are applying falls within the category where 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.

### Offences which occurred outside England and Wales

If you are aware that you have committed an offence outside England and Wales which may be equivalent to a specified offence as set out on the [DBS Website](#) you are advised to seek independent expert or legal advice to ensure the information you provide on this form is accurate. In the event that you disclose relevant information, a certificate of good conduct/character or equivalent checks may be obtained to verify the information you have provided. Any decision on whether to proceed with your appointment may be delayed pending the outcome of these additional checks.

### Data protection

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. If you disclose information which you are not required to or which is not relevant to your application, this will be disregarded.

The information provided on this form will be held and processed in line with the school's Data Protection Policy. The school will use/process this information for the duration of the recruitment process. This information will be shared with the selection panel, the authorised administrative officer and HR (where recruitment advice is sought). Any further sharing of this information will not take place without seeking your prior written consent.

**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 or I will be required to produce an acceptable enhanced DBS certificate, including a Children’s Barred list check where this is required for the post I am applying for.

I confirm that I will produce an original DBS certificate to the school within a reasonable timeframe in order for the school to proceed with my application/engagement. If a new DBS check has been carried out by the school, I understand I am required to produce the original DBS certificate within 5 working days following my receipt of it. I acknowledge that if I fail to produce my original DBS certificate within a reasonable 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 in accordance with the school’s Data Protection Policy for as long as is necessary to complete the recruitment process. In any event the school will not hold the copy for longer than 6 months. At the end of this period I acknowledge that the school will remove the copy from their records and securely destroy it.

I further acknowledge that the school may share the information contained on the DBS certificate with a third party (Education HR) 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 online 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. Any personal data provided by you to carry out this status check will be held and processed in line with the school's Data Protection Policy.

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 DBS check may also be required if the online status check indicates that your certificate is no longer current.

Signed.....

Print name.....

Date.....