**APPLICATION FOR EMPLOYMENT**

Please return your completed application form to:

Mrs Naz Choudhury

HR Assistant

The Bromfords School

Grange Avenue

Wickford

Essex SS12 0LZ

[recruitment@bromfords.essex.sch.uk](mailto:recruitment@bromfords.essex.sch.uk)

Thank you for your interest in this post.

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 on the reverse of this form. When submitting this form electronically you will be required to confirm the information is accurate by ticking the box in section 15.

CV’s will not be accepted

If you have any special requirements and/or require reasonable adjustments to enable you to complete this form and/or during the recruitment process, please contact the school office.

# Post details Section 1

Name:

## Application for appointment as:

Closing date:

***The Bromfords School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be offered a position subject to full pre-employment checks including an enhanced DBS disclosure.***

**Please tick where you saw or heard about this vacancy:**

Newspaper  Gov.UK Teaching Vacancies 

Essex Jobs Website  Talented Teachers 

School Website  TES 

Other 

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| **PERSONAL DETAILS Section 2** | |
| Last name and title: | First name(s): |
| Previous name(s): | National Insurance Number: |
| Date of Birth: | Home e-mail address: |
| Home telephone number: | Work e-mail address: |
| Work telephone number: | Mobile telephone number: |
| Home Address: | |
| Do you have the right to work in the UK? Yes No | |

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| **PRESENT EMPLOYMENT** (if currently employed) **Section 3** | |
| Employer’s name and address (if applicable): | |
| Nature of business: | |
| Job title: | Date appointed: |
| Grade/Salary range: | Current Annual Salary: |
| Notice required: | Allowance(s) received: Type (s): |
|  | Value(s): £ |
| Reason for leaving: | |
| Please tick the box it you do not wish to be contacted at work | |

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| **Brief outline of duties in your current or most recent job Section 4** |
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| **Section** **5**  **Previous Employment** Please include all full time and part time positions. Please list the most recent first and continue on a separate sheet if necessary. | | | | |
| Employer | Start date | End date | Job Title | Reason for leaving |
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| **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, career break, raising family, voluntary work, training, long periods of sickness. | | |
| Start date | End date | Reason for break |
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| **Section 7**  **Ability to travel (if required)** |
| 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 |

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| **Secondary School Education** (please list most recent first) **Section 8** | | | | | |
| School(s) | From | To | Qualification/subject  obtained and awarding body | Grade | Dates |

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| **Continuing Education \* Section 9**  (University/College/Apprenticeships etc.) Please list most recent first. | | | | | |
| Educational establishments | From | To | Qualification/subject  obtained and awarding body | Grade | Dates |

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| **Section 10**  **Professional qualifications (including details of professional association membership)** |
| Do you hold Qualified Teacher Status (QTS)? Yes No |
| Teacher Reference Number: |
| **If yes please complete the following:** |
| Date NQT statutory Induction Period (if qualified since August 1999) |
| Started: Completed: |
| If you do not hold QTS, do you hold current (Qualified Teacher Learning and Skills) status? Yes No |
| Are you willing to undergo further training and development to secure QTS? Yes No |

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| **Section 11**  **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 | | |
| Brief description/Course title | Date | Organising body |

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| **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 (please continue 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.* |

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| **References Section 13**  Please give the full names and addresses of your two most recent employers (if applicable).  If you are unable to do this, please clearly outline who your references are. In the case of school references, this should be the Headteacher (or the Chair of Governors for Headteacher applications). Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months. | |
| Name: | Name: |
| Address: | Address: |
| Position: | Position: |
| Telephone number: | Telephone number: |
| E-mail address: | E-mail address: |
| Relationship between referee and applicant: | Relationship between referee and applicant: |
| Period of time applicant known to referee: | Period of time applicant known to referee: |
| Notes:  (i) Referees will be contacted before interviews.  (ii) If either of your referees know you by another name, please give details:  (iii) The School 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. | |

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| **Close Personal Relationships** **Section 14** |
| Are you a relative or partner, or do you have a close personal relationship with, any employee, Trustee or Governor of the establishment to which your application is being made (or to any County Councillor or Employee of Essex County Council)? 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, Trustees, County Councillors or Senior Managers of the School/Essex County Council by or on your behalf is not allowed. |

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| **Section 15**  **Disclosures**  Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2) to disclose whether:   * they have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or * they have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. * they are subject to any prohibitions relevant to the role   The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance notes are available to accompany the SD2 form to assist candidates with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.  Where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application, along with other relevant pre-employment checks.  Shortlisted candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2018 (“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. A copy of the Disqualification Declaration Form is available from the school office if you wish to review this Form prior to submitting your application.  **Safer Recruitment**  It is unlawful for a person who is barred from working with children to apply to work in a regulated position.  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.  **Data Protection**  I acknowledge that by completing this form the school will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the school will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice. |

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| **Data Protection (continued)**  If I am the successful applicant, I acknowledge that this information will be retailed in line with the school’s retention schedule. If I am not the successful candidate, I acknowledge this information will be retained by the school 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 by the school in line with their data protection policy.  **Declaration and Signature**  Please read the following statement and information relating to your application carefully.  By ticking the box below, signing and submitting this form 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 school which may result in dismissal.  I certify that the information I have supplied on this form is accurate and true to the best of my knowledge.  Thank you for applying for this post and your interest in working for this school. It is not our normal practice to acknowledge receipt of applications.  **Name:**  **Signed:**  **Date:**  If this form is submitted electronically you may be asked to sign a physical form if your application is progressed.  Thank you for applying for this post and your interest in working for this school. It is not our normal practice to acknowledge receipt of applications. |

The Bromfords School is an academy within













“Compass Education Trust Ltd” which is a charitable company limited by guarantee.

Company number 07666213. Registered office, The Billericay School, School Road, Billericay, Essex, CM12 9LH