



## APPLICATION FORM

Thank you for applying for 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 section, **must be signed**.

### POST DETAILS

Application for appointment as: \_\_\_\_\_

Closing date: \_\_\_\_\_

Do you have permission to work in the UK? Yes  No

Please return your completed application form to:

Personnel Department  
Ortu Gable Hall School, Southend Road  
Corringham, Stanford le Hope  
Essex, SS17 8JT

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 please enclose a stamped addressed envelope.

The Ortu Federation are committed to safeguarding and promoting the welfare of children and young people and expects that all staff and volunteers share this commitment.

### PERSONAL DETAILS

Last Name and Title: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ NI Number: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Home Email: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

### PRESENT EMPLOYMENT/SCHOOL *(if applicable)*

Employer's Name \_\_\_\_\_  
and Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Appointed: \_\_\_\_\_

Grade/Salary Spine: \_\_\_\_\_ Current Salary Point: \_\_\_\_\_

Notice Required: \_\_\_\_\_ Allowances Received: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## BRIEF OUTLINE OF DUTIES IN YOUR CURRENT OR MOST RECENT POST

## PREVIOUS EMPLOYMENT/TEACHING EXPERIENCE

Please list the most recent first and continue on a separate sheet if necessary.

Employer/School:	LEA	From:	To:	Job Title:	Salary/Grade	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, e.g. unemployment, raising family, voluntary work, training etc.

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## MOBILITY

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

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

School(s):	From:	To:	Qualification/Subject obtained:	Grade:	Dates:

## CONTINUING EDUCATION

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

Educational establishment(s):	From:	To:	Qualification/Subject obtained:	Grade/Level:	Dates:

## PROFESSIONAL QUALIFICATIONS

Including details of professional association membership

Do you hold Qualified Teacher Status (QTS): Yes  No  DfE Number: \_\_\_\_\_

If you ticked **yes** please complete the following:

Date Statutory Induction Period completed (if qualified since August 1999): \_\_\_\_\_

General Teaching Council Registration date: \_\_\_\_\_

Will you be entering your NQT year? Yes  No

## OTHER RELEVANT TRAINING/DEVELOPMENT ACTIVITIES (LAST 5 YEARS)

Please list the most recent first and continue on a separate sheet if necessary.

Brief description/Course title:	Date(s):	Organising body

## INFORMATION IN SUPPORT OF THIS STATEMENT

Please 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 on 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.

## REFERENCES

Please give the names and addresses of your two most recent employers (if applicable), who should be able to give an independent assessment of your professional qualities. Please note that a reference is required from the employer by whom you have been most recently employed. If you are unable to do this, please state clearly who your referees are.

Name and Address:	Name and Address:
Position/Relationship:	Position/Relationship:
Telephone:	Telephone:
Email:	Email:

- Referees will be contacted before interview
- If either of your referees know you by another name please give details
- References will not be excepted from relatives or from people writing solely in the capacity as friends

## FAMILY RELATIONSHIPS

Are you related to any Governor or Senior Member of Staff at the School?

Yes  No

If 'Yes', please state the name(s) of the person(s) and relationship:

Failure to disclose a family relationship as above may disqualify you. Canvassing of Governors or senior members of staff by or on your behalf, whether directly or indirectly, is not allowed.

## CHILD PROTECTION

Have you ever been subjected to a child protection investigation?

Yes  No

If **yes**, please provide details on a separate sheet. Any information you provide will be treated as strictly confidential and will be considered only in relation to the appointment for which you are applying.

Please read the following statements and information relating to your application carefully. By submitting this form and clicking on 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 school 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

Preferred 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
- 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.

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. A person's criminal record will not in itself be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment.

## SAFE RECRUITMENT

I certify that I am not on list 99, disqualified from working with children or subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC), which would restrict me from applying for this post.

## 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. Applicants will be asked to complete a 'Disclosure of Criminal Convictions' form, in the event of a successful application, a Disclosure will be sought from the Criminal Records Bureau. A conviction will not necessarily be a bar to obtaining employment.

## DATA PROTECTION

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:** \_\_\_\_\_



## RECRUITMENT MONITORING FORM

Gable Hall School has an equal opportunities recruitment policy and will assess fairly all applications on the basis of relevant skills and experience in line with the job description and person specification. To help us meet this commitment would you please provide the following information. These details are confidential and will not be seen by the selectors; they will be used for monitoring purposes only. This form should be returned with your application form but will be removed from your application prior to short listing.

### PERSONAL DETAILS

Post applied for: \_\_\_\_\_  
Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_  
Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_  
Gender: Male  Female  Marital Status: \_\_\_\_\_

### ETHNICITY

- |                          |                            |                          |                          |
|--------------------------|----------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | White - UK                 | <input type="checkbox"/> | White - European         |
| <input type="checkbox"/> | White - Other              | <input type="checkbox"/> | Black - African Heritage |
| <input type="checkbox"/> | Black - Caribbean Heritage | <input type="checkbox"/> | Black - Other            |
| <input type="checkbox"/> | Pakistani                  | <input type="checkbox"/> | Bangladeshi              |
| <input type="checkbox"/> | Chinese                    | <input type="checkbox"/> | Indian                   |
| <input type="checkbox"/> | Irish                      | <input type="checkbox"/> | Other (please state)     |

### DISABILITY DISCRIMINATION ACT 1995

The Disability Discrimination Act 1995 describes a disability as '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'.

Do you regard yourself as having a disability within the terms of the Act? Yes  No

Where you have a disability or condition, is there anything we should be aware of to help us to assess your application fairly? Are there any special arrangements we need to make should you be invited for interview or offered the job?

### ASYLUM AND IMMIGRATION ACT 1996

Do you have the legal right to live and work in the UK: Yes  No

If you are invited to interview you will need to bring with you evidence of your legal right to live and work in the UK. Your passport, birth certificate or confirmation of your National Insurance number are acceptable documents. Should these not be available we will notify you of other appropriate documents.

## REHABILITATION OF OFFENDERS ACT 1974

Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 and 1986. You must therefore disclose at the time of application all criminal convictions or cautions, including any which may be 'spent' under the Rehabilitation of Offenders Act 1974. In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action.

The information you provide will be treated as strictly confidential and will be considered only in relation to the appointment for which you are applying.

Please read these notes carefully and if required enter any convictions, cautions or prosecutions in the box below. If you do not have any convictions, please enter 'None'.

Offence:	Date of Conviction/Caution/Pending Conviction:	Sentence (if appropriate):

## ADDITIONAL INFORMATION

Where did you see this vacancy advertised? \_\_\_\_\_

## DATA PROTECTION

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: \_\_\_\_\_

