

APPLICATION FORM

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.

Please return your completed application (by email) to sue.callaghan@chasehigh.org (by post) to HR Department, Chase High School, Prittlewell Chase, Westcliff on Sea, Essex, SS0 0RT

Applicant Name (CAPITAL LETTERS):

Application for appointment as:

Reference no.

Closing date:

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

Brentwood Academies Trust is a charitable company limited by guarantee registered in England and Wales under the company number 07638800 whose registered office is St Martin's School, Hanging Hill Lane, Hutton, Brentwood, Essex CM13 2HG.

1. PERSONAL DETAILS

Last name and title:

First name (s):

Previous names:

Date of birth:

Home telephone number:

Home email address:

Mobile telephone number:

Work telephone number:

Work email address:

Address:

National Insurance no.:

Please tick the box if you do not wish to be contacted at work

2. PRESENT EMPLOYMENT (if currently employed)

Employer's name and address (if applicable):

Nature of business:

Job title:

Date appointed:

Grade/Salary Spine:

Current salary (point):

Notice required:

Allowance(s) received:

Type:

Value:

Reason for leaving:

3. Brief outline of duties in your current or most recent job

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4. Previous Employment (Please include all full time and part time positions. Please list the most recent and continue on a separate sheet if necessary)

Employer:	
Start date:	End date:
Job title:	
Salary/Grade:	
Reason for leaving:	
<hr/>	
Employer:	
Start date:	End date:
Job title:	
Salary/Grade:	
Reason for leaving:	
<hr/>	
Employer:	
Start date:	End date:
Job title:	
Salary/Grade:	
Reason for leaving:	

Employer:
Start date: _____ End date: _____
Job title:
Salary/Grade:
Reason for leaving:
Employer:
Start date: _____ End date: _____
Job title:
Salary/Grade:
Reason for leaving:
Employer:
Start date: _____ End date: _____
Job title:
Salary/Grade:
Reason for leaving:
5. BREAKS IN EMPLOYMENT (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 a family, voluntary work, training, long periods of sickness etc.)

6. MOBILITY (Please complete this section if the Personal Specification for the post includes these requirements)

Do you have a valid driver's 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

**7. SECONDARY SCHOOL EDUCATION (Please list most recent first)
Please continue on a separate sheet if needed.**

School:

From:

To:

**Qualification/subject
obtained and awarding body:**

Date:

Grade:

**8. CONTINUING EDUCATION (University/College/Apprenticeships etc.)
Please list most recent first. Please continue on a separate sheet if needed.**

Educational establishment

From:

To:

**Qualification/subject
obtained and awarding body:**

Date:

Grade:

9. PROFESSIONAL QUALIFICATIONS (including details of professional association membership)

Do you hold Qualified Teacher Status (QTS)? Yes No

TRN Number:

If yes, please complete the following:

Date of Statutory Induction Period (if qualified since August 1999)
Started: Completed:

GTC Registration date:

GTC Reg No.

Did you qualify as a teacher after May 1999? Yes No

If YES, in which year was induction completed?

10. OTHER RELEVANT TRAINING AND DEVELOPMENT ACTIVITIES ATTENDED IN THE LAST FIVE YEARS (Please list the most recent first and continue on a separate sheet if necessary)

Brief description/Course title:

Date:

Organising body:

11. INFORMATION IN SUPPORT OF THIS APPLICATION

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 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.*

12. REFERENCES

Please give the names and addresses of your two most recent employers (if applicable). ***One should be the Headteacher from your current school.*** If you are unable to do this, please clearly outline who your referees are.

Name and address:	Name and address:
Position:	Position:
Telephone:	Telephone:
Fax:	Fax:
Email:	Email:

- Notes:
- (i) Referees will be contacted before interview
 - (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
 - (iv) References will not be accepted from relatives or from people writing solely in the capacity of friends

13. CLOSE PERSONAL RELATIONSHIPS

Are you a relative or partner, or do you have a close personal relationship with, any employee or Governor of the establishment to which your application is being made or to any BAT director?

Yes No

If 'yes' please state the name(s) of the person(s) and relationship. (See notes below)

Failure to disclose a close personal relationship as above may disqualify you. Canvassing of Governors, BAT Directors or Senior Managers of the School by or on your behalf is not allowed.

Official Sensitive – Brentwood Academies Trust T/A Chase High School fully complies with information legislation. For full details on how we use your personal information please see our online privacy notice <https://www.chasehigh.org/our-school/privacy-notice> or call 01702 354441 if you are unable to gain access to the internet. <http://www.chasehigh.org>

14. DECLARATION

Please read the following statements and information relating to your application carefully. By signing and submitting this form you certify and confirm the declarations are true to the best of your knowledge.

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

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 (DBS) 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 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.

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.

Correspondence

Thank you for applying for this post. Your interest in working for us is very much appreciated. It is not our 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 email sue.callaghan@chasehigh.org

Signed: **Date:**