

# Application Form

Please return your completed application form by post or fax to:

Mrs. G Duggins  
Southend High School for Boys  
Prittlewell Chase  
Southend on Sea  
Essex  
SS0 0RG

Fax: 0844 576 8707

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.

## Post details

Section 1

Application for appointment as:

Closing date:

Do you need permission to work in the UK?

Please state where you saw this post advertised?

Applicant Name:

## Personal details

### Section 2

Last name and title:

First name(s):

Previous names:

Date of birth:

Home telephone number:

Home email address:

Work telephone number:

Work email address:

Address:

National Insurance No.:

Please tick 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:

Allowance(s) received: Type(s):

Reason for leaving:

Value(s): £

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

### Section 4

**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:	JobTitle:	Salary/Grade:	Reason for leaving:
-----------	----------------	--------------	-----------	---------------	---------------------

**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, long periods of sickness etc.

How many periods of sickness absence have you had over the last 2 years?**Section 7**How many days in total?**Mobility** (Please complete if the Person Specification for the post includes these requirements)**Section 8**

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/Examination results

Section 9

School (s):                      From:      To:                      Subjects Grades and awarding body:                      Dates:

## Continuing Education\* (University/College/Apprenticeships etc.) List most recent first.

Section 10

Educational establishments:                      From:      To:                      Qualification/subject obtained & awarding body:                      Level/Grade:      Dates:

## Professional qualifications

Including details of professional association membership

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

If yes please complete the following:

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

General Teaching Council Registration date:

## Other relevant training and development activities attended in the last 5 years\*

Brief description/Course title:                      Date:                      Organising Body

\*(Please list the most recent first and continue on a separate sheet if necessary)

## 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.**



## References

Section 14

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

**NB. Please tick the boxes only if you do not want your referees to be contacted prior to interview**

Name and address:

Name and address:

Position:

Position:

Telephone number:

Telephone number:

Fax number:

Fax number:

E-mail address:

E-mail address:

Notes: (i) Referees will be contacted before interviews unless otherwise requested (see below).

(ii) If either of your referees knows 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.

## Close Personal Relationships

Section 15

Are you a relative or partner of, or do you have a close personal relationship with, any employee or Governor of Southend High School for Boys? 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, or school staff by you, or on your behalf, is not allowed.

## Declaration

Section 16

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, 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 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:

# Southend-on-Sea Borough Council

## Equal Opportunities Monitoring Form

Southend-on-Sea Borough Council fully supports the principle of equal opportunities in employment and firmly opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, those with dangerous transmittable diseases (e.g. Hepatitis & HIV) ethnic or national origin, gender, marital status, sexuality, age, disability, trade union membership, religious belief, and offending background.

To monitor the effectiveness of our Equal Opportunities Policy you are asked to complete this questionnaire and return it with your completed application form. The information provided will be treated in confidence and further guidance is provided in the guidance notes overleaf.

**Post Applied For:** \_\_\_\_\_ **Job Ref. No:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_ **(Please print)** **Date of Birth:** \_\_\_\_\_

**Gender** (please tick):  Male  Female

**The Council has adopted the ethnic codes recommended by the Commission for Racial Equality. To which of these groups do you consider you belong? (NB Please tick one box only)**

### A White

- English  
 Scottish  
 Welsh  
 Irish  
Any other White background, please write in

### B Mixed

- White and Black Caribbean  
 White and Black African  
 White and Asian  
Any other Mixed background, please write in

### C Asian, Asian British, Asian English, Asian Scottish Scottish or Black Welsh

- Indian  
 Pakistani  
 Bangladeshi  
Any other Asian background, please write in

### D Black, Black British, Black English, Black or Asian Welsh

- Caribbean  
 African  
Any other Black background, please write in

### E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or any other ethnic group

- Chinese

Any other ethnic background, please write in

#### 4. 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 is 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 defined by the Disability Discrimination Act 1995 (as detailed above).

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

##### Declaration

I hereby give my consent for the Recruitment Monitoring Information provided on this form 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.

I Certify that 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 may in the event of employment, result in dismissal or disciplinary action by the Governing body.

**Signed:**

**Date:**