

SOUTH EAST ESSEX ACADEMY TRUST

Please complete the form in BLACK INK, BLACK BALLPOINT OR TYPESCRIPT.



Write on a separate sheet (which you should attach to this form) if more space is needed.

SOUTH EAST ESSEX
ACADEMY TRUST



SEEAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Application for appointment as:	Scale/Grade:
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1. PERSONAL DETAILS (Block letters please)

Surname and Title: Private Address: Landline telephone number: Mobile telephone number: e-mail address:	Forenames:
	Previous names:
	Date of Birth:
	National Insurance No:
	Teachers Ref No:
	Date of Qualification:
	Have you satisfactorily completed your probation? YES/NO

2. PRESENT SCHOOL (or other place of work)

Name of School: Type: Address: Telephone number: Name of LA:	Subjects taught (and at what level): Other subjects qualified to teach:
Date of Appointment to present school:	Boys, Girls, or mixed:
Number on Roll:	Ages of pupils taught:

3. PRESENT POST

(Heads and Deputies should state Group Number of School Status of present post and ISR)	Salary Scale/Grade and allowances:
Date of appointment to this post:	Full or part-time:
Reason for Leaving:	Gross Annual Salary:
	Period of Notice:

5. HIGHER EDUCATION (most recent first)

Place of Study (University, College, Polytechnic, etc)	Dates		F/T or P/T	Main subjects	Subsidiary subjects	Qualifications gained (Degree, Cert, Diploma etc) And class/grade	Date of award
	From	To					

6. OTHER COURSES ATTENDED WITHIN LAST FIVE YEARS (most recent first)

Course title	Provider	Date

7. SECONDARY EDUCATION AND EXAMINATION RESULTS

Name of School(s) and Address	Period of Attendance		Awarding Body:	Awarding Body:	Awarding Body:
	From	To	Level:	Level:	Level:
			Subjects and Grades	Subjects and Grades	Subjects and Grades

8. HEALTH

- (a) Do you have a health problem, or a disability which is relevant to your job application?
If YES, please give details. YES / NO
- (b) Are you registered as disabled?
If YES, please give your RDP number, and date of expiry of present registration. YES / NO
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9. Do you need a Work Permit to work in the United Kingdom? YES / NO

10. Have you ever been convicted of, or received a caution for a criminal offence? (This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and bind-overs including those regarded as 'spent' must be declared. YES / NO
- If "Yes" please provide details of all cautions / convictions (this may be provided in a sealed envelope marked confidential):
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11. Have you at any time been debarred from teaching by the Department for Education and Skills? YES / NO

12. Have you at any time been the subject of any **capability** or **disciplinary** procedure or the subject of any **child protection concerns** or an investigation concerning an **offence relating to children**, including any in which the penalty is time expired and, if so, please state the outcome of any enquiry or disciplinary procedure. YES / NO

If "Yes" please provide details of all investigations / outcomes (this should be provided in a sealed envelope marked confidential):

13. Are you related to any member of the Governing Body of South East Essex Academy Trust? YES / NO
If YES, please state the name of person and relationship. Failure to disclose a relationship as above may disqualify you. Canvassing of Governors by you or on your behalf is not allowed.
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14. Please give a brief outline of duties and responsibilities in your current (or most recent) job

15. Information in support of this application.

If you have been asked to supply a written task it should be completed on a separate sheet of paper as well as completing this section

Please describe the experience, skills, competencies, personal qualities and qualifications that make you suitable for this role.

You should include the reason why you are applying for the post and any other information which you consider appropriate. (You may complete this section separately on up to 2 sides of A4 paper).

Please indicate where you heard about this vacancy.

REFEREES

It is expected that teachers will name their present and their previous Headteacher as referees. College leavers should name the Principal of their College.

Note: 1. Your current headteacher will be contacted before interview

2. We shall seek references from previous employers for short-listed candidates to verify particular experience or qualifications before interview and to ask about offences relating to children, including any in which the penalty is time expired and whether you have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure.
3. If you do not currently work with children in your employment but have done so in the past, you must provide details of this employer as your second referee.
4. References will not be accepted from relatives nor from people writing solely in the capacity of friend.
5. If you were known to either of your referees by another name, please give details.

CURRENT EMPLOYER	PREVIOUS EMPLOYER
1. Name and address	2. Name and address
Telephone number:	Telephone number:
Fax number:	Fax number:
e-mail address:	e-mail address:
Position and relationship:	Position and relationship:

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 will result, in the event of employment, in disciplinary investigation by the School's Governing Body and is likely to result in dismissal.

I also certify that I am not on List 99, disqualified from working with children nor subject to sanctions by a regulatory body I understand that the offer of a post is subject to the provision of an acceptable enhanced DBS Disclosure and an acceptable Childcare Disqualification Disclosure.

Signed _____ Date _____

CORRESPONDENCE

Thank you for applying for this post. Your interest in working for South East Academy Trust is very much appreciated. It is not the school's 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.

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: _____