



Please complete ALL sections. Sections 1-6 of the application form will be used to shortlist candidates for interview.

Position applied for:	Closing date:
-----------------------	---------------

1. PERSONAL DETAILS (please complete in block letters)

Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)	Last name:
First name(s):	
Address for correspondence: inc postcode	
Home telephone number:	Mobile telephone number:
Work telephone number (inc extension if applicable):	Teacher number (if applicable):
Email address:	NI number:

2. PRESENT OR LAST EMPLOYER

Name and address of employer: inc postcode	Name and address where employed (if different): inc postcode
Nature of business:	Job title:
Present annual salary or weekly income (gross):	Hours worked per week:
Other benefits (if applicable):	
Date appointed:	Notice required or leaving date if already left
Reason for leaving:	
Brief description of duties:	



3. PREVIOUS EMPLOYMENT Start with the most recent first.

Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on page 10 if necessary).

Employer name & address:		Job title:	
Salary:	Full or part-time: (if p/t, give hours)	Dates (month/year)	
		From:	To:
Reason for leaving:			

Employer name & address:		Job title:	
Salary:	Full or part-time: (if p/t, give hours)	Dates (month/year)	
		From:	To:
Reason for leaving:			

Employer name & address:		Job title:	
Salary:	Full or part-time: (if p/t, give hours)	Dates (month/year)	
		From:	To:
Reason for leaving:			



4. EDUCATION, TRAINING & QUALIFICATIONS

Please start with the most recent. *(Please continue on separate sheet if necessary)*

Secondary School/ College/University	Dates		Qualifications gained (State level)	Grade/ Class
	From	To		

OTHER RELEVANT TRAINING COURSES ATTENDED *(Please continue on separate sheet if necessary)*

Organising Body	Course title	Length of course

OTHER RELEVANT TRAINING COURSES ATTENDED *(Please continue on separate sheet if necessary)*

Organising Body	Course title	Length of course



5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. You may also include a CV with this section.

NOTE; Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.



6. REFEREES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees **must be your present/or most recent employer** and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The Trust reserves the right to approach any previous employer or manager.

Please note: If you are shortlisted and invited to an interview, referees will be contacted and references obtained prior to interview in line with current statutory guidance.

Name: (Referee 1)	Name: (Referee 2)
Title: Mr/Mrs/Miss/Ms/other	Title: Mr/Mrs/Miss/Ms/other
Role:	Role:
Organisation (if appropriate):	Organisation (if appropriate):
Address:	Address:
Telephone Number:	Telephone Number:
Email address:	Email address:
How long known?	How long known?

7. PROTECTION OF CHILDREN

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 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.

Section continued overleaf>>>



7. PROTECTION OF CHILDREN *Continued*

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for an interview you will be required to disclose to us information about any:

- adult cautions (simple or conditional);
- **unspent** conditional cautions;
- **unspent** convictions in a Court of Law; and
- spent convictions that are **not protected** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

so that a police check can be carried out if you are offered an appointment.

If you are subsequently employed by the Trust and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

8. GENERAL

Are you interested in job sharing?

YES: ☐ NO: ☐

Do you hold a current full driving

licence? YES: ☐ NO: ☐

Do you have regular use of a vehicle?

YES: ☐ NO: ☐

Please give details of any dates within the next 2 months when you will not be available for interview. We cannot guarantee being able to offer you an alternative date.

You are required to declare below any relationship with or to an employee of the Trust.

Please state name and position:

Have you ever been the subject of formal disciplinary proceedings?

If yes, please give details including dates below. YES NO

This information is required, including that related to warnings regarded as “spent” in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.



7. PROTECTION OF CHILDREN *Continued*

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for an interview you will be required to disclose to us information about any:

- adult cautions (simple or conditional);
- **unspent** conditional cautions;
- **unspent** convictions in a Court of Law; and
- spent convictions that are **not protected** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

so that a police check can be carried out if you are offered an appointment.

If you are subsequently employed by the Trust and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

10. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination

11. DATA PROTECTION

In completing this application form you should refer to the Recruitment Privacy Notice sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

12. DECLARATION

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

Signed:

Date:

Please return you completed form by email, post or by hand by the closing date to:

HR@townleygrammar.org.uk

Townley Grammar School, Townley Road, Bexleyheath, Kent DA6 7AB.

If shortlisted for interview, candidates will be required to bring evidence of qualifications and 3 documents as proof of identity as follows: Passport, Driving Licence, utility bill with address on.



Workforce monitoring

Application Reference Number:

We have a legal duty to promote equality. This duty applies to everything we do as an employer. To help us do this, please answer the following questions and complete the declaration at the bottom of the page.

Please mark the box against the group in the following list that best applies to you.

White

1. British ☐
2. Irish ☐
3. Other European ☐
4. Any Other White Background ☐

Mixed

1. White and Black Caribbean ☐
2. White and Black African ☐
3. White and Asian ☐
4. Any Other Mixed Background ☐

Black or Black British

1. Caribbean ☐
2. African ☐
3. Any Other Black Background ☐

Asian or Asian British

1. African Indian ☐
2. Indian ☐
3. Pakistani ☐
4. Bangladeshi ☐
5. Any Other Asian Background ☐

Any Other Group

1. Moroccan Arab ☐
2. Other Arab ☐
3. Chinese ☐
4. Filipino ☐
5. Somalian ☐

Any Other Ethnic Background ☐

Date of Birth:

Please indicate your sex:

Do you consider yourself disabled? Yes: ☐ No: ☐

I give my consent for the academy to process the above personal information, in accordance with the Data Protection Act. This information will not be seen by the people who are recruiting to the job.

Name (please print in BLOCK CAPITALS):

Signed :

Date :



PREVIOUS EMPLOYMENT Continuation Sheet

You only need to use this continuation sheet if you ran out of space on page 2.

Employer name & address:		Job title:	
Salary:	Full or part-time: (if p/t, give hours)	Dates (month/year)	
		From:	To:
Reason for leaving:			

Employer name & address:		Job title:	
Salary:	Full or part-time: (if p/t, give hours)	Dates (month/year)	
		From:	To:
Reason for leaving:			

Employer name & address:		Job title:	
Salary:	Full or part-time: (if p/t, give hours)	Dates (month/year)	
		From:	To:
Reason for leaving:			