*Providing a foundation for life*

## Job Application Form

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| *Please state which role you are applying for:* | | | | | |
| *Please indicate below at which school the role is based:* | | | | | |
| **Beccles** |  | **Saxmundham** |  | **Ixworth** |  |

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| 1. Personal details |

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| Title: Mr/Mrs/Ms/Miss/Other: | | | | | |
| Surname/Last Name:  All former surnames: | First Names: | | | | |
| Address: | Telephone Number (Home): | | | | |
| Telephone Number (Business): | | | | |
| Telephone Number (Mobile): | | | | |
| Email: | | | | |
| Post Code: |
| Address for Correspondence (if different to home address) | N.I. No:  DBS Update Service Subscriber: YES/NO | | | | |
| Teacher Reference No: | | | | |
| Post Code: |
| Where did you see or hear of this job? (if online please state the website) | | | | | |
| Do you hold a current driving licence? | | Yes |  | No |  |
| Is it a Full / Provisional / LGV / PCV licence? | | | | | |
| Do you have any current endorsements? Please give details | | | | | |

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| 1. Personal details (continued) |

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| All candidates for employment must state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Trustee, Governor or employee of the Seckford Foundation Free Schools Trust or the Seckford Foundation/Woodbridge School.  Are you related to an existing Trustee, Governor or employee of the Seckford Foundation Free Schools Trust or the Seckford Foundation/Woodbridge School as described above?  Yes No  If yes, please provide the following details:  Surname/Last Name: First Names:  Address: Relationship: |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment with the Trust?  Yes No |
| If Yes, please provide details: |
| If you are successful in your application, would you require a work permit prior to taking up employment?  Yes No |
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| **2. Educational / Technical / Professional Qualifications** |

*(Please name any institute or professional body in full, rather than using initials)*

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| **Secondary Education** | | | |
| Where attained | Subjects / Qualifications | Year | Grade |
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| **Higher/Further Education** | | | |
| Where attained | Subjects / Qualifications | Year | Grade |
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| **Teaching qualifications** | | | |
| Where attained | Subjects / Qualifications | Year | Grade |
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| **Qualifications being studied for (if applicable)** | | | |
| Where attained | Subjects / Qualifications | Year | Grade |
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| **3. Details of relevant training courses** |

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| Course subject and provider | Length of course | Year |
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| 4. Employment History |

*Please give details of all jobs held including part time and unpaid work, starting with your present / last employer.*

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| **Present Employment** | |
| Job Title: | Employer: |
| Current Salary: | Address: |
| Current Scale if applicable: |
| Employed from: | Employed to: |
| Notice Required: | Reason for leaving: |
| Please give a brief description of current duties, responsibilities and achievements. | |

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| **Previous Employment** | | | | | |
| Employer (name  & full address) | Jobs held and  main duties | From | To | Salary/  Grade | Reason for leaving |
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| **5. Relevant Knowledge, Experience & Skills** |
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| Please demonstrate using examples how your knowledge, experience and skills meet the job requirements described in the person specification. Please include your reasons for and your interest in applying for this post.  *You may prefer to attach your supporting statement as a separate document. Your statement should be no longer than 2 sides of A4.* |

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| **6. References** |

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| *Please indicate two people who can provide references, one of whom* ***must*** *be your present/last employer. Please note that we may approach any previous employer as part of our vetting procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends. For further details, please read the accompanying Explanatory Notes:* | |
| Name:  Address:  Tel. No.  E-mail:  Occupation:  Relationship (eg Manager):  Please note references will be taken up prior to interview for all shortlisted candidates, unless specified otherwise below. | Name:  Address:  Tel. No.  E-mail:  Occupation:  Relationship (eg Manager)  Please note references will be taken up prior to interview for all shortlisted candidates, unless specified otherwise below. |
| May we contact them if we decide to invite you for interview? | May we contact them if we decide to invite you for interview? |
| YES NO | YES NO |
| If no, please give your reasons: | If no, please give your reasons? |

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| **7. Declarations** |

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| **Declaration of Criminal Offences**  The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974 (Exceptions). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website; please check this information carefully. If you have any relevant convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)’, please provide full details **(details of offence, place and date of sentence) in a sealed envelope attached to this application, marked confidential.** The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. As the occupant of the post will have substantial access to children, a disclosure request will be made to the Disclosure and Barring Service (DBS) to ascertain whether their records reveal any relevant cautions/criminal convictions/bindovers (including spent ones) relating to the successful applicant. All information given will be treated in the strictest confidence and will be used for this job application only. The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago it took place and what age you were when it was committed and any other factors which may be relevant.  Failure to declare a relevant conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light. |

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| **Working overseas**  Have you lived and/or worked overseas in the last five years? Yes  No  If Yes, please give details: |

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| **Declaration**  To the best of my knowledge and belief the information I have given is correct. I understand that knowingly providing false information is an offence and could result in my application being rejected or summary dismissal if I am appointed to the post, and possible referral to the Police, the DBS and/or DCFS Children’s Safeguarding Operations Unit. I am also aware of and agree to accept the conditions set out in the accompanying Explanatory Notes relating to provision of information of criminal convictions. Signed: Date: |

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| **Data Protection Act 1998**  I hereby give my consent for personal information (including recruitment monitoring) 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: |

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| **8. Applicant Commitment to Safeguarding** |

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| The Trust is committed to safeguarding & promoting the welfare of children and young people, as well as adults at risk, in line with the ‘Safeguarding Children and Safer Recruitment in Education’ guidance issued by the Department for Education and expects all staff and volunteers to share this commitment.  **Agreement Statement**  By signing this declaration I confirm that I understand and agree with the Trust’s commitment to safeguarding.  I confirm that I am not disqualified from work with children, or subject to any sanctions imposed by a regulatory body. I am aware that this post requires an Enhanced Disclosure from the Disclosure and Barring Service.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Please complete the **Equal Opportunities Monitoring Form** with your application.  Please return both your completed application form and your Equal Opportunities form by email to: [**hr@seckford-foundation.org.uk**](mailto:hr@seckford-foundation.org.uk)  **Or by post to:**  HR Dept, The Seckford Foundation Free Schools Trust, Marryott House, Burkitt Road, Woodbridge, Suffolk IP12 4JJ. |