

**Application Form**

Applicant Surname (CAPITAL LETTERS):

Please return your completed application form to:

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. The Declaration must be signed and can be found on the reverse of this form. When submitting this form electronically you will be required to confirm the information is accurate by ticking the box in section 15.

If you have any special requirements and/or require reasonable adjustments to enable you to complete this form and/or during the recruitment process please contact the school office.

**Section 1**

**Post Details**

Application for appointment as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference no. (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Closing date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Details**

Last name and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First name (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home telephone no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work telephone no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

National Insurance no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have the right to work in the UK? Yes No

**Section 2**

**Present Employment** (if currently employed)

Employer’s name and address (if applicable):

Nature of business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current post title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date appointed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade/salary range: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current salary: £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Allowance(s) received: Type(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Value(s): £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Section 3**

**Section 4**

**Brief outline of duties in your current or most recent**

**job**

**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 Job Title Reason for leaving

**Section 5**

**Breaks in Employment History**

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, career break, voluntary work, training.

Start date End date Reason for break

**Section 6**

**Ability to travel (if required)**

Do you have a valid driving licence? Yes No

Do you have access to a vehicle which you are able to use for work Yes No  
purposes?

If not, are you able to travel, for work purposes, by another means of Yes No

transport?

**Section 7**

**Secondary School Education** (please list most recent first)

School(s) From To Qualification/subject Grade Dates

obtained and awarding

body

**Section 8**

**Section 9**

**Continuing Education** (University/College/Apprenticeships etc.)

Please list most recent first.

Education Establishments From To Qualification/subject Grade Dates

obtained and awarding

body

**Section 10**

**Professional Qualifications**

Including details of professional association membership

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

**If yes please complete the following:**

Date NQT Statutory Induction Period (if qualified since August 1999) (statutory requirement for maintained schools)

Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Reference Number:

**Section 11**

**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

**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.*

**Section 12**

**Section 13**

**References**

Please give the name and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. In the case of school references, this should be the Headteacher (or the Chair of Governors for Headteacher applications). Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months.

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2) Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: Address:

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship between referee and applicant: Relationship between referee and applicant:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of time applicant known to referee: Period of time applicant known to referee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: (i) Referees will be contacted before interviews.

(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 with your consent.

(iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.

**Close Personal Relationships**

Are you a relative or partner, or do you have a close personal relationship with, any employee, Trustee or Governor of the establishment to which your application is being made (or to any County Councillor or employee of Essex County Council)? 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, Trustees, County Councillors or senior Managers of the School/Essex County Council by or on your behalf is not allowed.

**Section 14**

Please read the following statements and information relating to your application carefully. By submitting this form and clicking on the box below you are certifying that the information you have supplied is accurate and confirming that the declarations are true to the best of your knowledge. Any false information will result in the withdrawal of any offer of employment or, in the event of employment, in disciplinary investigation by the school which may result in dismissal.

**Declaration**

I certify that the information I have supplied on this form is accurate and true to the best of my knowledge.

**Disclosure of Criminal Convictions**

Preferred candidates will be asked to complete a Self-Disclosure Form (SD2) to disclose whether they have:

* any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or
* any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 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. Guidance notes are available to accompany the SD2 form to assist candidates with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.

Where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application. A person’s criminal record will not in itself be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment.

**Safer Recruitment and Childcare Disqualification Checks**

I certify that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post.

**Section 15**

Preferred candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2018 (“the Regulations”) will be asked to complete a Disqualification Declaration Form.

A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available from the school office if you wish to review this Form prior to submitting your application.

**Data Protection**

I acknowledge that by completing this form the school will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the school will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice.

If I am the successful applicant, I acknowledge that this information will be retained in line with the school’s retention schedule. If I am not the successful candidate, I acknowledge this information will be retained by the school in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.

All forms submitted (in paper or electronic format) will be held securely by the school in line with their data protection policy.

Thank you for applying for this post and your interest in working for this school. It is not our normal practice to acknowledge receipt of paper applications. If you submit this form electronically you will receive confirmation that the form has been received.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Disclosure of Criminal Record

# (spent and unspent)

# Self-Disclosure (SD2)

Please carefully read the accompanying notes and answer all of the questions below:

|  |  |  |
| --- | --- | --- |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Please enter NONE if applicable. | | |
| Offence | Date of conviction / caution | Sentence |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Do you have any spent adult cautions (simple or conditional), or spent convictions, which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as [amended](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974))?  Please enter NONE if applicable. | | |
| Offence | Date of conviction / caution | Sentence |
|  |  |  |

If you are not sure whether your caution(s) or conviction(s) should be disclosed please see attached notes and contact [Nacro](https://www.nacro.org.uk/criminal-record-support-service/) for further advice.

|  |  |  |  |
| --- | --- | --- | --- |
| Have you been convicted or cautioned for any offences which occurred outside England & Wales which would be equivalent to a specified offence in England and Wales? The full list of specified offences can be found on the [DBS Website](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check). You should take independent/legal advice to ensure the information you provide is truthful and accurate. Please enter NONE if applicable. | | | |
| Offence | Date of conviction / caution | Sentence | Country/Jurisdiction where offence occurred |
|  |  |  |  |

**Applicant Declaration**

I certify that i) I have read and understood the attached guidance notes; ii) to the best of my belief, the information I have entered is true and accurate. I understand that any false information or failure to disclose criminal convictions will result, in the event of employment, in a disciplinary investigation by the County Council / Governing Board and is likely to result in dismissal.

|  |  |
| --- | --- |
| Name (please use CAPITALS): | Signature: |
| Date: | Post applied for: |

**PLEASE COMPLETE THE FORM AND RETURN IT TO THE SCHOOL IN AN ENVELOPE MARKED “CONFIDENTIAL SD2 FORM FOR POST (INCLUDE POST TITLE OR NUMBER) TO BE OPENED BY SELECTION PANEL ONLY”**

# SD2 Notes of guidance

**Criminal record self-declaration form for jobs exempt from the ROA**

This form must be completed by all applicants for jobs, activities or posts that are eligible for standard or enhanced DBS checks. The information disclosed on this form will not be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

You should disclose:  
All unspent conditional cautions and convictions   
Any spent convictions or cautions which meet the criteria as outlined in the table below:

|  |  |  |
| --- | --- | --- |
| **Disposal** | **Age when given/sentenced** | **How long since given/sentenced?** |
| Caution for a specified offence\* | 18 or over | Any time |
| Caution for non-specified offence | 18 or over | Less than 6 years |
| Conviction for specified offence | Any age | Any time |
| Conviction resulting in custodial sentence | Any age | Any time |
| Conviction for non-specified offence | Any age | Less than 11 years |
| Under 18 | Less than 5½ years |

The full list of specified offences can be found on the [DBS Website](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check).

For further information on criminal record self-declaration for roles that are eligible for standard or enhanced DBS checks please refer to [Nacro guidance](https://www.nacro.org.uk/criminal-record-support-service/) and the [MOJ website](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

A person’s criminal record will not in itself, prevent a person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the caution or conviction is relevant to the position applied for
* The seriousness of any offence revealed
* The age of the applicant at the time of the offence(s)
* The length of time since the offence(s) occurred
* Whether the applicant has a pattern of offending behaviour
* The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
* Whether the applicant’s circumstances have changed since the offending behaviour.

**Disclosure and Barring Service (DBS) disclosure**As the post for which you are applying falls within the category where a criminal record disclosure is required, if you are selected for appointment, you will be required to apply for an enhanced Disclosure & Barring Service (DBS) disclosure. A refusal to make such an application could prevent your employment.

**Offences which occurred outside England and Wales**If you are aware that you have committed an offence outside England and Wales which may be equivalent to a specified offence as set out on the [DBS Website](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check) you are advised to seek independent expert or legal advice to ensure the information you provide on this form is accurate. In the event that you disclose relevant information, a certificate of good conduct/character or equivalent checks may be obtained to verify the information you have provided. Any decision on whether to proceed with your appointment may be delayed pending the outcome of these additional checks.

**Data protection**The information you provide (by completing the form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying. If you disclose information which you are not required to or which is not relevant to your application, this will be disregarded.

The information provided on this form will be held and processed in line with the school’s Data Protection Policy. The school will use/process this information for the duration of the recruitment process. This information will be shared with the selection panel, the authorised administrative officer and HR (where recruitment advice is sought). Any further sharing of this information will not take place without seeking your prior written consent.