

## Completing Your Application Form

- a) Ensure that you have completed the top section of the application form stating the job you are applying.
- b) You must complete ALL sections of the application form as clearly as possible, it can be hand-written or typed. CV's can only be accepted as additional information
- c) You can use additional sheets of paper as necessary and make sure they are securely attached to your application form
- d) Applicants must complete the reference section of the form and unless otherwise indicated references will be taken up before the interview. Candidates who are already employed by the academy should give the name of their current line manager as their referee.
- e) Your completed form must be returned before the closing date - applications received after the closing date will not usually be considered
- f) If you have any queries about completing your application form, please telephone the contact person identified in the advert

## NOTES FOR GUIDANCE

### References

- a) All referees should be professional rather than personal ones.
- b) In the case of teachers from Havering, the head teacher of your present or most recent school is the appropriate first referee, the second is optional.
- c) In all other cases, where your teaching is, or has been, in the maintained sector of education, the first referee should be the chief education officer of your present or most recent employing authority, c/o a divisional office where appropriate.
- d) If you have not previously held a teaching post, the name and address of the principal of your institution should be given as the first referee. Heads of department and other persons may be given as a second referee.
- e) If you are applying from outside the maintained sector of education, your most recent employer should be given as a referee.
- f) Please note that where other referees are given, the Council reserves the right to contact referees other than those nominated, in accordance with the practice outlined in (a) to (e) above.
- g) If you do not wish confidential references to be sought, it is essential that you state this and the reasons why, when returning this form.

### General

- a) The canvassing of any governor or member of the Council, directly or indirectly, for any post in the Council's service will disqualify the applicant from the appointment.
- b) Please return this form to the address specified in the vacancy advertisement.
- c) In the interest of the economy, it is not the Academy's policy to notify candidates who have been unsuccessful. Nevertheless, the Academy is appreciative of your interest in this appointment.

## Application Form

Emerson Park  
Academy



Position applied for:

Employer Location: EMERSON PARK ACADEMY

Please complete in Black

### Particulars of Applicant

Preferred Title: (e.g. Mr, Mrs, Miss, Ms)	Full Name:	
	Previous Name:	
National Insurance No:		Date of birth:
Qualified to work in the UK		
Applying as a job sharer:		
Contact details		
Address (including post code):		
Home telephone number:	Mobile/Cell phone number	
Email address		

### Current Employment

Employers Name:		Date appointed:	
Contract:		Grade/Scale	Notice required:
Reason for leaving:			
Brief statement of duties:			

Please note: all candidates called for interview must bring proof of ID.

Previous Employment experience (in chronological order)						
Name of Employer	Address			Date from:	Date to:	Reason Leaving:
Gaps in employment/education history						

Courses attended within the past five years			
Name of Institute:	Qualifications and grades:	Date attained:	Attended from and attended to:

Training and Qualifications			
Secondary & Further /Higher Education			
Name of school/college:	Qualifications and Grades:	Date attained:	Attended from attended to:

## References

Please give the names and addresses of at least two and up to three people who will provide a reference. As contained in the DFE Safer Recruitment in Education Settings 2006 guidance, the school reserves the right to contact previous employers prior to interview if you are short listed. Requests to delay seeking references at this stage of the recruitment process must be submitted to school for consideration.

<b>Name:</b> <b>Position Held:</b> <b>Name of Organisation:</b> <b>Address:</b>      <b>Telephone:</b> <b>Email:</b> <b>In what capacity does the referee know you?</b>	<b>Name:</b> <b>Position Held:</b> <b>Name of Organisation:</b> <b>Address:</b>      <b>Telephone:</b> <b>Email:</b> <b>In what capacity does the referee know you?</b>
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## Relevant Experience and Skills - Supporting statement

If enclosed, you must refer to the Job Profile and each point in the Person Profile, focusing on the essential criteria. In all situations it is advisable to give as much information as you can about why you think you are suitable for the job, giving clear examples of experience to demonstrate your capabilities.

**Additional Skills:**

## Other details

**Do you consider yourself to have a disability?**

We welcome applications from people with disabilities. If you have a disability and are invited for an interview, please give details of any special arrangements that you require.

### Relationship with Local Authority

If you are the parent, grandparent, partner, child, stepchild, brother, sister, uncle, aunt, nephew or niece of an existing member of staff, or the partner of such persons, please give details

If you are appointed and have any business, financial and/or political interests which might conflict with the duties or responsibilities of this post please give details

### Declarations

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 YES/NO

Do you have 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 YES/NO

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 about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Included in any list of people barred from working with children by the DBS or the NCTL. YES//NO

Been subject to any disciplinary action in a previous position or had any allegations made YES/NO

DBS Update Service registration number (if applicable)  
DBS Update Service registration date:

Restrictions on being resident or being employed in the UK? YES/NO

Lived outside the UK for more than three months in the past five years YES/NO

### Job Specific questions

Details of relations to any current employees, pupils or governors

### Review Application Form

**By signing underneath I declare that all the information set out in this application form is true in all respects and I understand that false information may render me liable for dismissal if I am appointed**

**Signed:**

**Date:**

**By signing and submitting this form I consent to the processing of personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the Data Protection Act 1998.**

**Signed:**

**Date:**

**You will be asked to sign this form if you are invited for interview**

**In the interest of economy, it is not the Academy's policy to notify candidates who have been unsuccessful and generally if you have not heard within 6-8 weeks you should assume that this is the case. Nevertheless, the Academy is appreciative of your interest in this appointment.**

## Equal Opportunities

### Monitoring of Job Applicants

The London Borough of Havering is striving towards equality of opportunity in its employment practices and selection procedures. An Equality and Diversity Policy has been approved and is outlined below for you to retain if you so wish. To help us to find out how far we are succeeding in providing equal access to jobs in the Borough, we need the information detailed below. You are, therefore, requested to complete the monitoring information and return it with your application.

### Equal Opportunities Policy Statement

As a major employer, the Council is taking positive steps to eliminate discrimination, and to redress imbalances, in order to provide genuine equality of opportunity at all levels within the organisation.

The Council aims to treat all employees with dignity and respect and provide a working environment free from discrimination and harassment.

Every possible step will be taken to ensure that employees and job applicants are treated equally and fairly and that decisions on recruitment, selection, training and promotion are based on agreed criteria. In particular, no applicant or employee will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job, or which constitute indirect unfair discrimination.

The Council believes that it is in the Authority's interests and those who work for it to be committed to the use, development and retention of the full range of skills and talents of its employees, and will work to provide an employment environment in which everyone has the opportunity to contribute and develop.

Employees will be involved in the regular reviewing and monitoring of the Equality and Diversity Policy to ensure its relevance and effectiveness.

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## Application details:

Position applied for:

Application date:

## Personal details

Full name:

Previous name:

## Equal Opportunities details

Date of birth

Age:

Do you consider yourself to be disabled:

Special arrangements required:

I would describe myself as *(please tick as appropriate)*

### White

- ☐ British
  - ☐ Irish
  - ☐ Any other white background
- Please specify

### Black or Black British

- ☐ Caribbean
  - ☐ African
  - ☐ Any other black background
- Please specify

### Mixed

- ☐ White and Black Caribbean
  - ☐ White and Black African
  - ☐ White and Asian
  - ☐ Any other mixed background
- Please specify

### Chinese or other ethnic group

- ☐ Chinese
  - ☐ Any other ethnic background
- Please specify

### Asian or Asian British

- ☐ Indian
  - ☐ Pakistani
  - ☐ Bangladeshi
  - ☐ Any other Asian background
- Please specify

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**Age Group**

☐ 16-20  
☐ 21-25  
☐ 26-35

☐ 36-45  
☐ 46-55  
☐ 56-59

☐ 60 and over

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**Faith/Religion**

☐ Sikh  
☐ Christian  
☐ Hindu

☐ Buddhist  
☐ Muslim  
☐ Jewish

☐ Any other  
Please specify

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**Gender**

☐ Male

☐ Trans Man

☐ Female

☐ Trans Woman

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**Sexual orientation**

☐ Lesbian  
☐ Heterosexual woman  
☐ Heterosexual man

☐ Bisexual  
☐ Gay man  
☐ Decline to answer

☐ Any other  
Please specify

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**Are you currently**

☐ Employed

☐ Unemployed

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**How Did You Learn About This Job?**

☐ National Newspaper

☐ Professional Journal

☐ Local Newspaper

☐ Havering Website

☐ On Line Media

☐ Network

Other, please specify