

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 (if any): | | | | |
| National Insurance No: | | | | | |
| Qualified to work in the UK | | | | | |
| Applying as a job sharer: | | | | | |
| Date of birth: | | | | | |
| Contact details | | | | | |
| Address (including post code): | | | | | |
| | | | | | |
| Home telephone number: | Mobile/Cell phone number | | | | |
| Email address | | | | | |
| Professional Details: | | | | | |
| DfE No: | | QTS | Yes/No | NPQH | Yes/No |
| Teachers' Pension Scheme | | | | | |
| Subjects Taught | | | | | |
| Other subjects Taught | | | | | |
| Age Ranges taught | | | | | |
| Professional bodies: | | | | | |
| Teacher Training: | | | | | |
| Professional Development | | | | | |

Current Employment

| | | | |
|--|--|-----------------|-------------------|
| Employers Name: | | Date appointed: | |
| | | School gender: | |
| Type of School | | No on Roll | School age range: |
| Pay Grade Scale | | Current salary: | |
| Please detail any allowance held (e.g. TLR/SEN/Recruitment or Retention) | | | |
| Reason for leaving: | | | |
| Brief statement of duties: | | | |
| | | | |

Please note: all candidates called for interview must bring proof of qualifications including Threshold certificates and QTS certificates, Proof of ID.

Previous teaching experience (in chronological order)

| School Name and type: | Employers Authority: | Main subject: | Number on roll: | Date from: | Date to: | Reason Leaving: |
|--------------------------------------|----------------------|---------------|-----------------|------------|----------|-----------------|
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| 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: |
|--------------------|----------------------------|----------------|--------------------------------|
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| | | | |

Training and Qualifications

Secondary & Further /Higher Education (including Teacher Training)

| Name of school/college: | Qualifications and Grades: | Date attained: | Attended from attended to: |
|-------------------------|----------------------------|----------------|----------------------------|
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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.

| | |
|--|--|
| Name: Position Held: Name of Organisation: Address: Telephone: Email: In what capacity does the referee know you? | Name: Position Held: Name of Organisation: Address: Telephone: Email: In what capacity does the referee know you? |
|--|--|

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

Please provide 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.

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

Mixed

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

Chinese or other ethnic group

Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background
Please specify

- Caribbean
 African
 Any other black background
Please specify

- Chinese
 Any other ethnic
background
Please specify

Age Group

- 16-20 36-45 60 and over
 21-25 46-55
 26-35 56-59

Faith/Religion

- Sikh Buddhist Any other
 Christian Muslim Please specify
 Hindu Jewish

Gender

- Male Trans Man Female Trans Woman

Sexual orientation

- Lesbian Bisexual Any other
 Heterosexual woman Gay man Please specify
 Heterosexual man Decline to answer

Are you currently

- Employed Unemployed

How Did You Learn About This Job?

- National Newspaper Professional Journal Local Newspaper
 Havering Website On Line Media Network

Other, please specify