



Application Form

Please return your completed application form to:

Name: Kate Brown

Address: Katherine Semar School, Ross Close, Saffron Walden, Essex, CB114DU

Email: admin-inf@katherinesemar.net

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 14.

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 – Personal and Post details

Title: [Click or tap here to enter text.](#) First name: [Click or tap here to enter text.](#) Surname: [Click or tap here to enter text.](#)

Previous names: [Click or tap here to enter text.](#)

Date of birth: [Click or tap here to enter text.](#)

Home telephone no: [Click or tap here to enter text.](#)

Mobile number: [Click or tap here to enter text.](#)

Home email address: [Click or tap here to enter text.](#)

Work telephone number: [Click or tap here to enter text.](#)

Work email address: [Click or tap here to enter text.](#)

Address: [Click or tap here to enter text.](#)

National Insurance no: [Click or tap here to enter text.](#)

Application for appointment as: [Click or tap here to enter text.](#)

Closing date: [Click or tap here to enter text.](#)

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

How did you find out about the vacancy? [Click or tap here to enter text.](#)

Section 2 – Present employment (if currently employed)

Name of employer: Click or tap here to enter text.

Address of employer: Click or tap here to enter text.

Current post title: Click or tap here to enter text.

Date appointed: Click or tap here to enter text.

Grade / salary range: Click or tap here to enter text.

Current salary: Click or tap here to enter text.

Notice required: Click or tap here to enter text.

Allowances received: Click or tap here to enter text.

Reason for leaving: Click or tap here to enter text.

Please indicate whether or not you are happy to be contacted at work? Yes No

Brief outline of duties in your current or most recent job:

Click or tap here to enter text.

Section 3 – 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 4 – 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.

Break start date	Break end date	Reason for break

Section 8 – Professional qualifications (to include details of professional association membership)

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

If 'yes', please provide your Teacher Reference Number: [Click or tap here to enter text.](#)

Please provide the dates of your NQT Statutory Induction Period (if qualified since August 1999):

Start date: [Click or tap here to enter text.](#)

Completion date: [Click or tap here to enter text.](#)

Non-teaching Professional Qualifications: [Click or tap here to enter text.](#)

Section 9 – Other relevant training and development (attended in the last five years; please list most recent first and continue on a separate sheet if necessary)

Brief description or title of course	Date attended	Organising body

Section 10 – Personal Interests (Please give brief details of any hobbies / interests that you have)

[Click or tap here to enter text.](#)

Section 11 – 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.*

Click or tap here to enter text.

Section 12 – 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 Chair of Governors for Headteacher positions). Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months).

Referee 1	Referee 2
Title: Click or tap here to enter text.	Title: Click or tap here to enter text.
Name: Click or tap here to enter text.	Name: Click or tap here to enter text.
Address: Click or tap here to enter text.	Address: Click or tap here to enter text.
Position: Click or tap here to enter text.	Position: Click or tap here to enter text.
Relationship to applicant: Click or tap here to enter text.	Relationship to applicant: Click or tap here to enter text.
Period of time the referee has known the applicant (years): Click or tap here to enter text.	Period of time the referee has known the applicant (years): Click or tap here to enter text.
Email address: Click or tap here to enter text.	Email address: Click or tap here to enter text.
Contact number: Click or tap here to enter text.	Contact number: Click or tap here to enter text.

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 without your consent.
(iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.

Section 13 – 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?

Yes No

If 'yes', please state the name(s) of the person(s) and relationship (see notes below).
Click or tap here to enter text.

Failure to disclosure a close personal relationship as above may disqualify you.
Canvassing of Governors, Trustees, County Councillors or senior Managers of the School by or on your behalf is not allowed.

Section 14 – Declarations

Shortlisted 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
- they 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.
- they are subject to any prohibitions relevant to the role

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, along with other relevant pre-employment checks.

Shortlisted 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.

Safer Recruitment Declaration

It is unlawful for a person who is barred from working with children to apply to work in a regulated position.

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.

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.

Declaration and Signature

Please read the following statement and information relating to your application carefully.

By ticking the box below, signing and submitting this form 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.

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

Name: _____ Date: _____

Signed: _____

If this form is submitted electronically you may be asked to sign a physical form if your application is progressed.

Thank you for applying for this post and your interest in working for us. It is not our normal practice to acknowledge receipt of applications

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 above mentioned.