

APPLICATION FORM

Please complete online as an electronic form and return by email to:

kay@billericayscitt.com

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 this application form and ensure that you complete all the sections. The Declaration must be signed and can be found at the end of this form. When submitting the form electronically you will be required to confirm the information is accurate by ticking the box in this section.

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 louise@billericayscitt.com

**To help us with future posts, please indicate below how you heard about this vacancy:**

# Post Details

Application for the appointment of:

Billericay Educational Consortium

Closing Date:

Applicant Surname:

# Personal Details

Last name and title: First Names(s):

Previous name(s): Date of Birth:

Primary Telephone No: Home Email:

Work Telephone No: Work Email:

Home Address House Name/Number:

Street: Town:

County: Postcode:

National Insurance No: Do you have the right to work in the UK?:

(If unknown please state unknown) YES [ ]  NO [ ]

# Present Employment (if currently employed)

Employer’s name and address:

Nature of business:

Current post title:

Date appointed:

Current Grade/Salary:

Notice period required:

Reason for leaving:

Please tick this box if you would prefer NOT to be contacted at work [ ]

# Please briefly outline below your duties in your current or most recent job:

# Previous Employment

Please include all full time and part time positions, listing the most recent role first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Start Date** | **End Date** | **Job Title** | **Reason for leaving** |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |

# Breaks in employment history

If you had any breaks in employment since leaving school, please 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** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

# Ability to travel (if required)

Do you hold a valid driving licence? YES [ ]  NO [ ]

 Do you have access to a vehicle which you are able to use for work purposes?

YES [ ]  NO [ ]

# Secondary School Education

Please list the most recent first

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School(s)** | **From** | **To** | **Qualification/subject obtained** | **Grade** | **Dates** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

**Continued Education**

University/College/Apprenticeship etc.

Please list the most recent first

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Establishment** | **From** | **To** | **Qualification/subject obtained** | **Level/Grade** | **Dates** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

**Please detail any other relevant training and development activities attended in the last 5 years:**

# 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. If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.

# 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. Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months.

**Reference 1**

Name:

Address:

Telephone No:

Position:

Email Address:

Relationship between referee and applicant:

Period of time applicant known to referee:

**Reference 2**

Name:

Address:

Telephone No:

Position:

Email Address:

Relationship between referee and applicant:

Period of time applicant known to referee:

Please note:

**Referees will be contacted before interviews**

**-** If either of your referees know you by any other name, please give details.

- Billericay Educational Consortium may contact other previous employers for a reference

- References will not be accepted from relatives or people writing solely in the capacity of a friend.

# Close personal relationships

Are you a relative or partner or do you have a close personal relationship with any employee, Trustee or Governor of Billericay Educational Consortium, Compass Education Trust or to any County Councillor or employee of Essex County Council? YES [ ]  NO [ ]

 If YES, please state the name(s) and relationship below:

Failure to disclose a close personal relationship as above may disqualify you. Canvassing of Governors, Trustees, County Councillors or Senior Managers of the Consortium/Council by or on your behalf is not allowed.

# Declaration

Please read the following statements and information relating to your application carefully. By submitting this form electronically or ticking 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 Consortium 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 [ ]

# Disclosure of Criminal Convictions

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2) and, 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 conviction/caution/reprimand will not necessarily 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**

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 BEC office if you wish to review this Form prior to submitting your application.

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 Consortium 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 Consortium 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 successful in my application I acknowledge this information will be held in line with the Consortium’s retention schedule. If I am not the successful candidate I acknowledge and consent to this information being retained by the Consortium 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 electronically) will be held securely by the Consortium in line with their data protection policy.

Thank you for your application for this post and your interest in working for Billericay Educational Consortium. Please be advised that it is not normal practice to acknowledge receipt of applications. You will only be contacted in the event that you are shortlisted.

For more information on Billericay Educational Consortium, please refer to our website

[www.billericayscitt.com](http://www.billericayscitt.com)

**Additional Information:**

Please use this page to include any additional information.