

# Application Form



PLEASE NOTE: If this form opens in your web browser and you wish to complete it online you should save it to your computer. Once saved, you will need Adobe Acrobat Reader to complete it. You can download Adobe Acrobat Reader [here](#).

Applicant Surname (CAPITAL LETTERS):

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Please return your completed application form to

The Headteacher's PA, Adele Beckman on: [abeckman@corver.rmpplc.co.uk](mailto:abeckman@corver.rmpplc.co.uk) or post to  
Cornelius Vermuyden School  
Dinant Avenue  
Canvey Island  
Essex  
SS8 9QS

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 along with a Self-Disclosure Forms (SD2). If you submit this form electronically you will be required to provide a signed copy of your completed application before any employment decision can be confirmed.

SECTION 1

## Post Details

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

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

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

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

Do you need permission to work in the UK?  Yes  No

## 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: \_\_\_\_\_

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

## Present Employment (if currently employed)

Employer's name and address (if applicable):

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

Job title: \_\_\_\_\_ Date appointed: \_\_\_\_\_

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

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

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

## 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	Salary/ Grade	Reasons for leaving

## 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, raising family, voluntary work, training.

## Mobility

(Please complete the section if the Person Specification for the post includes these requirements)

Do you have a valid driving licence?  Yes  No

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

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

## Secondary School Education (Please list most recent first)

School(s)	From	To	Qualification/subject obtained and awarding body	Grade	Dates

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

Please list most recent first

Education establishments	From	To	Qualification/subject obtained and awarding body	Level / Grade	Dates

## Professional Qualifications (including details of professional association membership)

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

DfE number: \_\_\_\_\_

If yes please complete the following:

Date Statutory Induction Period (If qualified since August 1999)

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

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

## 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 continued.

## References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Name and address:

Name and addresses:

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

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

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

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

Fax number: \_\_\_\_\_

Fax number: \_\_\_\_\_

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/County Council 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 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, County Councillors or Senior Managers of the School/Essex County Council by or on your behalf is not allowed.

*continued overleaf*

*Please confirm the following statements are true by signing the box below.*

**Declaration**

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the School, and is likely to result in dismissal.

**Disclosure of Criminal Convictions**

Short-listed candidates will be asked to complete a Self-Disclosure Form (SD2) and, where appropriate, a disclosure/status check will be sought from the Disclosure and Barring Service in the event of a successful application. A conviction/caution/reprimand will not necessarily be a bar to obtaining employment.

**Safer Recruitment**

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

**Data Protection Act 1998**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

**Correspondence**

Thank you for applying for this post. Your interest in working for us is very much appreciated. It is not our practice to acknowledge receipt of applications. However, if you would like to be informed of the outcome of your application once the selection process has been completed, then please enclose a stamped addressed envelope.

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

## RECRUITMENT MONITORING INFORMATION

Reference no: \_\_\_\_\_ Post Title: \_\_\_\_\_

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

Essex County Council and the School are committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the shortlisting panel. This section will be detached from the application form prior to shortlisting. If you do not wish to share this information, you can select the 'prefer not to say' option.

### 1. Age

- |                                |                                |                                |
|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> 15-19 | <input type="checkbox"/> 35-39 | <input type="checkbox"/> 55-59 |
| <input type="checkbox"/> 20-24 | <input type="checkbox"/> 40-44 | <input type="checkbox"/> 60-64 |
| <input type="checkbox"/> 25-29 | <input type="checkbox"/> 45-49 | <input type="checkbox"/> 65-69 |
| <input type="checkbox"/> 30-34 | <input type="checkbox"/> 50-54 | <input type="checkbox"/> 70+   |
- Prefer not to say

### 2. Gender

- Male  Female  Prefer not to say

### 3. Ethnic Origin

- |  |  |
|--|--|
| <input type="checkbox"/> Asian/Asian British - Bangladeshi | <input type="checkbox"/> Mixed - White and Asian           |
| <input type="checkbox"/> Asian/Asian British - Indian      | <input type="checkbox"/> Mixed - White and Black African   |
| <input type="checkbox"/> Asian/Asian British - Pakistani   | <input type="checkbox"/> Mixed - White and Black Caribbean |
| <input type="checkbox"/> Asian/Asian British - Other       | <input type="checkbox"/> Mixed other                       |
| <input type="checkbox"/> Black/Black British - African     | <input type="checkbox"/> White - British                   |
| <input type="checkbox"/> Black/Black British - Caribbean   | <input type="checkbox"/> White - Irish                     |
| <input type="checkbox"/> Black/Black British - Other       | <input type="checkbox"/> White - Other                     |
| <input type="checkbox"/> Chinese                           | <input type="checkbox"/> Other (please specify) _____      |
|  | <input type="checkbox"/> Prefer not to say                 |

### 4. Sexual orientation

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Heterosexual | <input type="checkbox"/> Transgender                  |
| <input type="checkbox"/> Bisexual     | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Lesbian      | <input type="checkbox"/> Prefer not to say            |
| <input type="checkbox"/> Gay          |   |

*continued overleaf*

The information contained on this form will be held on a computer file

## 4. Disability

Before ticking the appropriate box below please read the definition of disability.

The definition of disability, as outlined in the Equality Act 2010 is as follows: “a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities”.

To be protected under the Act.

- An individual must have an impairment which can be physical or mental.
- It has to be substantial, that is something more than minor or trivial.
- It needs to be long term i.e. The impairment has lasted or is likely to last in total for at least twelve or more, or is likely to last for the rest of the life of the person affected (long term includes conditions which fluctuate or may recur such as cancer, HIV/AIDS and multiple sclerosis) and
- It must affect their day-to-day activities on a regular basis (day-to-day activities includes things such as reading, lifting and carrying objects, personal care, shopping, meeting and communicating with people. The effect of your impairment on everyday activities is considered as it would be without medication or aids. The only exception is eyesight which should be judged when an individual is wearing their usual lenses or spectacles).

- I do consider myself to have a disability as defined by the Equality Act 2010 (as detailed above).
- I do not consider myself to have a disability as defined by the Equality Act 2010 (as detailed above).
- I prefer not to say.

## Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

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

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

*continue overleaf to the Self-Disclosure (SD2) Form.*

**Disclosure of Criminal Convictions / Cautions  
/ Reprimands / Bind overs**

**(Spent and Unspent)**



Essex County Council

**1. Convictions and Cautions** (Please enter NONE if applicable)

Please read carefully the accompanying notes and then enter any convictions and cautions below.

Offence	Date of conviction / caution / reprimand / bind over	Sentence

**2. Pending Prosecutions** (Please enter NONE if applicable)

Please list below details of any pending prosecutions.

Court to which summoned	Appearance Date	Alleged offence

I certify that:

- 1) I have read and understood the attached guidance notes;
- 2) to the best of my belief, the information I have entered is true and 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 Body, and is likely to result in dismissal.

Name (CAPITALS): \_\_\_\_\_

Post applied for: \_\_\_\_\_

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

## SD2 Notes of Guidance

1. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept or do any work in a 'regulated position'.
2. As the post for which you are applying is one that will give you substantial unsupervised access to children and young people it is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Orders from time to time enacted and in force. You are therefore required to disclose 'spent' as well as 'unspent' criminal convictions, cautions or reprimands or bind overs and any pending prosecutions against you in line with the requirements below.
3. You must declare the following:
  - Cautions given less than 6 years ago (where you were over age 18 at the time of caution)
  - Cautions given less than 2 years ago (where you were age under 18 at the time of caution)
  - Any convictions, whenever they occurred, relating to an offence from a prescribed list available from: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> or from your school office.
  - All convictions that resulted in a custodial sentence (regardless of whether served and whenever they occurred)
  - Where you have more than one conviction all convictions must be declared.
  - Other convictions given less than 11 years ago (where you were over age 18 at the time of conviction)
  - Other convictions given less than 5.5 years ago (where you were under age 18 at the time of conviction)
4. 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.
5. Disclosure of a conviction, caution, reprimand, bind over or pending prosecution does not necessarily mean that you will not be appointed; a person's suitability will be looked at as a whole in the light of all the information available, and in accordance with the Governing Body's on the employment of ex-offenders, a copy of which can be obtained from the Governing Body. A main consideration will be whether the offence is one which would make a person unsuitable to work in the capacity of the post applied for. If you disclose information which you are not required to, this will be disregarded. Any information provided which is not relevant to employment will be disregarded.

6. A conviction includes:
- a) If either of your referees know you by another name please give details.
  - b) The School/County Council may contact other previous employers for a reference with your consent.
  - c) References will not be accepted from relatives or from people writing solely in the capacity of friends.
  - d) If either of your referees know you by another name please give details.
  - e) The School/County Council may contact other previous employers for a reference with your consent.
  - f) References will not be accepted from relatives or from people writing solely in the capacity of friends
  - g) If either of your referees know you by another name please give details.
  - h) The School/County Council may contact other previous employers for a reference with your consent.
7. A caution is a formal warning about future conduct given by a Senior Police Officer, usually in a Police Station, after a person has admitted an offence. It is used as an alternative to a charge and Positive Prosecution.
8. A Reprimand has replaced a Caution for young people under 15. A young person given a second formal warning about future conduct is then given a formal warning.
9. A Bind over is an order which requires the defendant to return to Court on an unspecified date for sentence.
10. Driving offences must be declared unless excluded by the criteria in 3. above.
11. Failure to disclose convictions, cautions, reprimands or bind overs and any pending prosecutions may, in the event of employment result in dismissal or disciplinary action by the Governing Body.

As the post for which you are applying falls within the category for which 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.

If you are using Adobe Reader or Acrobat on a Mac, click the submit button to send your completed application form via email.

Otherwise, save the completed document to your computer and attach it via email to: The Headteacher's PA, Adele Beckman, at [abeckman@corver.rmplc.co.uk](mailto:abeckman@corver.rmplc.co.uk).



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