



Application Form

Thank you for your interest in this vacancy.

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 font and ensure you complete all the sections. You must sign the Declaration which can be found at the end of this application 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.

Please return your completed application form to:

Name: Catherine Heard, PA to Headteacher
 Address: Widford Lodge School, Widford Road, Chelmsford, Essex, CM2 9AN
 Email: headteacherpa@widfordlodge.co.uk

Section 1 – Vacancy and personal details

Vacancy	
Application for appointment as:	
Closing date:	
1. Personal details	
Contact details	
Title: First name:	Surname:
Previous names:	Date of birth:
Home telephone no:	Mobile number:
Home email address:	
Home address:	
Work telephone number:	Work email address:
Work address:	
2. Work information	
National Insurance no:	
Do you have the right to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no please give details of the appropriate documentation which permits you to work in the UK:	
Status under UK Settlement Scheme	<input type="checkbox"/>
Biometric residence card or permit	<input type="checkbox"/>
Other (Please provide details)	<input type="checkbox"/>

Section 3 - Professional qualifications (to include details of professional association membership)

Teaching

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 4 - Employment

Please provide information of **all** previous work history including all full time and part time positions. Please list the most recent first and continue on a separate sheet if necessary.

Employer	Employer's address	Start date	End date	Job title	Reason for leaving

Present employment (if currently employed)

Name of employer:

Address of employer:

Current post title:

Date appointed:

Grade / salary range:

Current salary:

Allowances received:

Notice required:

Date employment ended (if applicable):

Reason for leaving:

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:

Are there any dates/times when you are unavailable for interview?

Please state when you would be available to take up employment if offered:

Breaks in Employment

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 5 – Information in support of this application

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. 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.

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

Section 6 – References

Please give the name and contact details of your two most recent employers.

If you are unable to do this, please clearly outline who your referees are.

If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children.

In the case of references from a school, 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. The School intends to take up references for all shortlisted candidates before interview.

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

- Note: (i) Referees will be contacted before interviews. Please tick here if you do not consent to us contacting your referees before interview
- (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 7 – Close personal relationships

Are you a relative or partner, or do you have a close personal relationship with any employee, proprietor, pupil or pupil's family of the school?

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 disclose a close personal relationship as above may disqualify you.

Canvassing of Proprietors or senior Managers of the School by or on your behalf is not allowed.

Section 8 - Advertising monitoring

Where did you hear about the job for which you have applied?

School website

Essex School Jobs website

Agency

Friend

Newspaper (please specify which one)

Other (please specify)

Section 9 – Declarations

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the DBS which the School considers to be satisfactory.

If you are invited for interview you will be required to complete a Disclosure and Barring Service Application Form (SD2) to disclose whether you:

- have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974;
- 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; or
- are subject to any prohibitions relevant to the role.

Any information disclosed will be handled in accordance with the code of practice published by the Disclosure and Barring Service (a copy of which is available from the School on request).

The School is exempt from the Rehabilitation of Offenders Act 1974 and the Exemptions Order 1975, 2013 and 2020. Therefore applicants invited to interview will be required to **declare all convictions, cautions, reprimands and final warnings other than those which are “protected” under the Act**. 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.

If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's Safer Recruitment Policy (a copy of which is on the School website).

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.

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

All applications submitted (in paper or electronic format) will be held securely by the school in line with their data protection policy. If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, normally all documentation relating to your application will be confidentially destroyed after six months.

- I acknowledge that by completing this form the school will hold and process personal data including sensitive information 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.

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 and correct to the best of your knowledge. **I understand that providing false information is an offence which could result in my application being rejected or will result in the withdrawal of any offer of employment or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.**

- I consent to the School making direct contact with the people specified as my referees to verify the reference.

- 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 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 headteacherpa@widfordlodge.co.uk.

Recruitment and Selection Policy Statement

1. Widford Lodge School is committed to:
 - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
 - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
 - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefsand expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. Widford Lodge School recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race(which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and setting:
 - receipt of satisfactory references
 - verification of identity
 - a satisfactory Enhanced DBS disclosure if undertaking Regulated Activity
 - verification that you are not barred from working with Children
 - verification of medical fitness for the particular role
 - verification that you are not prohibited from teaching, where required
 - verification of qualifications and of professional status where required e.g. QTS status
 - the production of evidence of the right to work in the UK
 - verification of successful completion of/exemption from statutory induction period
 - verification that you are not subject to a section 128 direction preventing you from holding a management position within a school
 - a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

7. All roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all preferred candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) prior to their offer of employment being confirmed. When making a recruitment decision we will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

Widford Lodge School is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

Our procedures are operated in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. We process personal data collected during the recruitment process in accordance with our data protection policy. Data collected as part of recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

Short Form Privacy Notice For Application Forms

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found on our website and which details how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the school use this information in order to take a decision on recruitment and to take steps to enter into a contract. Online searches form part of our recruitment process to recruit suitable employees.

What Information Do We Collect?

We may collect any of the information from the application form in order to take a decision as to recruitment.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

Widford Lodge Safeguarding Policy

The school's policy on safeguarding is available from the school website:

- <https://widfordlodge.co.uk/wp-content/uploads/2022/11/7a-Arrangements-for-Safeguarding-and-Child-Protection-Policy.pdf>