

Application for employment as

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***Please complete this form IN FULL, it can be completed electronically, or in black pen in your own handwriting.***

# PERSONAL DETAILS

Surname

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First Name(s)

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Permanent Address, including post code

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Title (Mr/Mrs/Ms/Miss/Dr) Telephone Number (land line and mobile)

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National Insurance No E-mail address

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Any former Surnames (e.g. maiden name) or First Names

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# DRIVING LICENCE

Do you hold a current valid driving licence? YES / NO (*delete as appropriate*)

Is your driving licence Provisional / Ordinary / Other (please specify)

**EMPLOYMENT AND CAREER HISTORY – see appendix attached**

* **Please supply a full history of work, parenting or other experience on the separate appendix sheet enclosed**, starting with your most recent position and working backwards since leaving secondary education.
* Include periods of any post-secondary education/training, part-time and voluntary work as well as full time employment, with start and end dates (month and year); explanations for periods not in employment, education or training; salaries **and reasons for leaving employment.**
* Applicants should note that in accordance with guidelines from the Department for Education (DfE) to prevent unsuitable people working with young people, Ipswich School may contact any previous employer.

# EDUCATION AND QUALIFICATIONS

**Important Note:** candidates will be asked to verify qualifications relevant to the post applied for.

Please continue on a separate sheet if necessary.

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| --- | --- | --- | --- |
| Dates  From | To | Name of School or College | Examinations Passed/Qualifications Obtained |
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Please give details of any other professional qualifications you hold and details of any courses you have attended

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# INTERESTS

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| Please let us know about your personal interests and skills which may be relevant to this post |

**SUPPORTING INFORMATION**

Please set out below your reasons for applying for this post, and any other information in support of your application. Please continue on a separate sheet if necessary

Please state details of any special requirements you may have if you are called for interview

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**REFERENCES**

* Normally, references will be requested for all candidates invited for interview, unless you ask us not to by indicating below. This will not affect our decision to invite you for interview; however, references will need to be taken up prior to an offer of employment being made.
* If you are currently working with children on either a paid or voluntary basis, your current employer with children will be asked about disciplinary offences relating to children, including any in which the penalty is ‘time expired’ and whether you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.
* Please give the names, addresses and contact details of two people who would be willing to supply a reference about you, **at least one of whom must be your most recent or current employer**. Please state in what capacity they know you. Please note that references are not acceptable from relatives or from people writing solely in the capacity of friends and that it is Ipswich School’s policy to verify all references.

**Most recent or current employer**

Name Position in Company

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Company Name and Full Postal Address (including post code)

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Telephone number and e-mail address

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May we contact them if you are on our interview shortlist? YES / NO (*delete as appropriate*)

If you answer ‘NO’, we will contact you for permission before requesting a reference.

**Other referee**

Name Position

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Capacity in which you know the person (*please see notes above)*

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Address

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Telephone number and e-mail address

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May we contact them if you are on our interview shortlist? YES / NO (*delete as appropriate*)

If you answer ‘NO’, we will contact you for permission before requesting a reference.

**Important Note:** If you are not currently working with children but have done so in the past, we will obtain a reference from that employer and we will ask you to supply relevant details in order for us to do so. We may also approach previous employers, particularly where you have worked with children, for information to verify particular experience or qualifications, or issues as outlined above before interview.

**DECLARATIONS**

*Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS),**and other relevant checks with statutory bodies (as required by the statutory guidance for schools and colleges, Keeping Children Safe in Education:* [*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/1021914/KCSIE\_2021\_September\_guidance.pdf*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf)*).*

**Do you consider yourself to be disabled according to the definition below**? YES / NO (delete as appropriate)

The Equality Act 2010 defines a person as having a disability if she/he has a physical or mental impairment that has a ‘substantial’ and ‘long term’ negative effect on his/her ability to do normal daily activities.

**Are you currently registered with the DBS Update Service?** YES / NO (*delete as appropriate)*

If yes, we will require sight of your original DBS certificate and your consent to undertake a check of the update service.

**Do you have the right to live and work in the UK?** YES / NO (*delete as appropriate*)

Are there any restrictions to your right to live and work in the UK which might affect your right to take up employment with us in this post? YES / NO (*delete as appropriate*). *If yes, please provide details below****\*\*IMPORTANT: PLEASE NOTE YOU MUST HAVE AN EXISTING RIGHT TO LIVE AND WORK IN THE UK TO APPLY FOR THIS ROLE\*\****

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I certify that:

* I know of no reason, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by this post.
* **To the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appointment, or after appointment could lead to a disciplinary action or dismissal and possible referral to the police.**
* I consent to the School making direct contact with the people specified as my referees to verify the reference.
* I consent to the School making direct contact with all previous employers where I have worked with children or vulnerable adults to verify my reason for leaving that position.

Signed Date

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It is an offence to apply for a role that involves engaging in regulated activity relevant to children, schools and colleges if you are barred from engaging in such activity.

In line with Keeping Children Safe in Education 2021 guidelines candidates will be asked to complete a self declaration if shortlisted for interview.

If you are submitting this application form electronically and it has not been signed, you will be asked to provide a signed copy at interview.

*In accordance with the Data Protection Act 1998, and the General Data Protection Regulations, Ipswich School intends to use the information supplied in this form for the purpose of recruitment and selection only. Your signature on this form indicates your consent to the information being kept and used for Ipswich School personnel records if successful. If unsuccessful, this information will be kept for a certain period and then destroyed. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. A copy of the School’s Privacy Notice can be found on the School’s website:* [*www.ipswich.school*](http://www.ipswich.school)*.*

## Please return completed form to: Alison Knights, Director of Human Resources, Ipswich School, 25 Henley Road, Ipswich IP1 3SG or email [hr@ipswich.school](mailto:hr@ipswich.school). Please mark the envelope Private and Confidential.

Please tell us how you heard about this vacancy

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Are you related to, or maintain a close relationship with, an existing employee, volunteer or Governor of the School. If so, please provide details:

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**APPENDIX : EMPLOYMENT AND CAREER HISTORY**

Name

Application for Employment as

**IMPORTANT NOTE:** Do you have any gaps in your employment history? If so, please make sure relevant dates and explanations are given (*e.g. parenting, looking for work, career break*).

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| Dates From  **(month**  **and**  **year)** | To  **(month and year)** | Employer's Name, Address and Type of Business  or Name and Address of School/College | Position Held, Duties, Salary and  **Reason for Leaving**  or Course Title |
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##### Please continue overleaf if necessary

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| --- | --- | --- | --- |
| Dates From  **(month and year)** | To  **(month and year)** | Employer's Name, Address and Type of Business  or Name and Address of School/College | Position Held, Duties, Salary and  **Reason for Leaving**  or Course Title |
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Ipswich School wants to meet the aims and commitments set out in its Equality, Diversity and Inclusion policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of our workforce in encouraging equality and diversity.

We need your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes only. Please refer to the School’s Data Protection Policy (which includes our Privacy Notice) which is available on our website: [www.ipswich.school](http://www.ipswich.school) or email the HR team for a copy [hr@ipswich.school](mailto:hr@ipswich.school).

If you have any questions about the form contact the HR team: [hr@ipswich.school](mailto:hr@ipswich.school) 01473 408300. Please return the completed form to the Director of HR, Ipswich School, 25 Henley Road, Ipswich IP1 3SG or email: [hr@ipswich.school](mailto:hr@ipswich.school)

**Gender** Male  Female  Intersex  Non-binary  Prefer not to say 

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes ☐    No ☐  Prefer not to say ☐

**Age** 16-24 25-29  30-34  35-39 40-44  45-49 

50-54 55-59  60-64  65+  Prefer not to say 

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

***Asian or Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

***Black, African, Caribbean or Black British***

African  Caribbean  Prefer not to say 

Any other Black, African or Caribbean background, please write in:

***Mixed or Multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian 

Prefer not to say  Any other Mixed or Multiple ethnic background, please write in:

***White***

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish Traveller  Prefer not to say 

Any other White background, please write in:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual  Asexual    
  
Pansexual  Undecided  Prefer not to say 

If you prefer to use your own identity, please write in:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None 

Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over) 

Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 