|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Application for Employment in School This application form for a role at Sir John Cass Red Coat School can be submitted by email to [Karen.dalton@sjcr.net](mailto:Karen.dalton@sjcr.net). Please ensure that the attached file has a recognisable name. You must also submit along with this application the Employment Monitoring Form. | | | | | | | |
| Job applied for: | | | |  | | | |
| Reference No: | | | |  | | | |
| It is strongly recommended that you read the guidance notes before completing this on line application form. (*These can be found in the jobs section of the Sir John Cass website).* Please answer the questions fully, referring to the Person Specification and provide examples of the relevant abilities and experiences you have gained. Curriculum Vitae is not an acceptable form of application. Any applications received after the closing date will not be considered. | | | | | | | |
| **School Name :** Sir John Cass’s Foundation and Red Coat CofE School  **School Address:** Stepney Way, London, E1 0RH  **Telephone:** 020 7790 6712  **E-mail:** [karen.dalton@sjcr.net](mailto:haydn.evans@sjcr.net) | | | | | | | |
| **The information you supply on this form will be treated in confidence** | | | | | | | |
| Personal details | | | | | | | |
| Last name: | | |  | | | | |
| First name(s): | | |  | | | | |
| Address: | | |  | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Country | |  | | | | | |
| Post code: |  | | | | Email: |  | |
| Telephone (preferred): |  | | | | Telephone (alternative): | |  |

|  |  |
| --- | --- |
| National Insurance Number: |  |
| Are you applying for a job share? | Yes  No |
| Do you have a job share partner? | Yes  No |
| Do you hold a UK/EU Passport? | Yes  No |
| Are you ale to take up employment in the UK with no immigration restrictions? | Yes  No |
| Which visa do you currently hold? (if applicable): |  |
| Date of recognition as a qualified teacher in England/Wales (if applicable): |  |
| RP/DFES/HCPC Reference Number (if applicable): |  |
| Dates **not** available for interview:  (If these dates clash with the interview date we will try to re-arrange but cannot guarantee to do this) |  |
| **If you are successful you must provide evidence  of the above details prior to your appointment** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Current or most recent employment/voluntary work | | | | | |
| Employer: | |  | | | |
| Job Title: | |  | | | |
| Address: | |  | | | |
|  | | | | | |
|  | | | | | |
| Post code: | |  | | | |
| Current/last salary: | |  | | | |
| Grade: | |  | | | |
| Benefits: | |  | | | |
| Current start date: | |  | | | |
| Date of leaving (if applicable) | |  | | | |
| Reason for leaving: | |  | | | |
| Period of notice: | |  | | | |
| Brief description of main duties/responsibilities.  (Please continue on a separate sheet if necessary) | | | | | |
|  | | | | | |
| Previous Employment or Work Experience Record | | | | | |
| Please provide full details of all your previous paid and unpaid employment in date order since leaving full-time education, explaining any breaks. | | | | | |
| Name of employer and type of business | Nature of  Business | | Position held, duties  and responsibilities | Reason for leaving (If applicable) | Dates  from – to |
|  |  | |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education Qualifications & Training obtained from schools/colleges /universities** | | | |
| Name of Schools, Colleges, Universities etc. | Name of qualification | Start date (full date)  End date (full date) | Qualifications Grade achieved (if applicable) |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Membership of Professional Organisations and Institutions | | | |
| Please provide details of any other relevant qualifications or records of achievement (e.g. courses attended), including membership of professional bodies. (Continue on a separate sheet if necessary). (Please note that if you are appointed we will need to see your original qualification certificates) | | | |
| Professional Bodies or institution | Date obtained | Membership status | By examination (yes /no) |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Personal Statement | | | | | |
| Abilities, skills, knowledge and experience | | | | | |
| Please use this section to explain in detail how you meet all of the requirements of the Person Specification and why you consider yourself suitable for the post. This should include all aspects of your education and experience, including paid or voluntary work, study or training that are relevant to this position. | | | | | |
|  | | | | | |
| References | | | | | |
| Please provide the details of two people to whom you are not related and to whom a request for a reference can be made relating to your work experience and suitability for the post for which you are applying. As a minimum, one should be your current employer, or if you are unemployed, your last employer. In the case of school/college/university leavers, your tutor.  Please note that we reserve the right to approach any of your previous employers for a reference.  In accordance to Safer Recruitment, for all positions, reference details are required for all employment for the previous four years (additional information can be submitted during an interview). | | | | | |
| **Reference 1** | | | | | |
| Name: | |  | | | |
| Job title: | |  | | | |
| Work relationship: | |  | | | |
| Organisation: | |  | | | |
|  | | | | | |
| Address: |  | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | Post code: |  |
| Telephone: | | |  | | |
| E-mail *(please provide work email address):* | | |  | | |
| May we approach them at this stage? | | | | Yes  No | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference 2** | | | | | |
| Name: | |  | | | |
| Job title: | |  | | | |
| Work relationship: | |  | | | |
| Organisation: | |  | | | |
|  | | | | | |
| Address: |  | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | Post code: |  |
| Telephone: | | |  | | |
| E-mail *(please provide work email address):* | | |  | | |
| May we approach them at this stage? | | | | Yes  No | |

|  |  |  |
| --- | --- | --- |
| **Driving Licence Details** | | |
| For posts which require a driving licence as listed in the person specification, please answer the following questions | | |
| Do you hold a full, clean, current driving licence which enables you to drive in the UK? | Yes  No | |
| If yes, please state the type of licence: | |  |
| If you are successful you will be required to provide evidence of the licence prior to your appointment. | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Declarations | | | | | | | |
| Relatives/other interests | | | | | | | |
| Any candidate who directly or indirectly canvasses a Councillor or senior officer of the Council will be disqualified. | | | | | | | |
| Are you related to or do you have a close personal  relationship with a Member (Councillor) or employee of the London Borough of Tower Hamlets? | | | | | | | Yes  No |
| If yes, please specify: | | Name: |  | | | | |
| Position: |  | | | Relationship: |  | | |
| If appointed, do you have any interests, carry out any work or hold any appointments that may conflict with this Council's employment? | | | | | | | Yes  No  If yes, please detail on a separate sheet. |
| Criminal convictions | | | | | | | |
| Do you have a Criminal Conviction(s) or police caution(s)? | | | | | | Yes  No | |
| If you answer yes and you are successfully shortlisted you will be expected to provide the panel with details of the conviction(s) or offence(s) in a sealed envelope marked ‘private and confidential’. The envelope will only be opened and considered if the panel agree to appoint you for the post. If you are not selected the envelope will be securely destroyed.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.  Failure to disclose any conviction(s) for an exempt post, whether spent or not may lead to the withdrawal of the offer of employment. A Disclosure & Barring Service check will be required if you are made an offer of employment. | | | | | | | |

|  |  |  |
| --- | --- | --- |
| Data Protection Act 1998 | | |
| Under the Data Protection Act 1998, Tower Hamlets Council reserves the right to collect, store and process personal data about applicants in so far as it is relevant to your application. This also applies during employment and for six years thereafter. This includes processing of sensitive data for the purposes of monitoring the Council’s equality and diversity policy | | |
| Statement to be signed by the applicant | |
| The Council is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.   * I acknowledge that the Council is under a duty to protect the public funds it administers and to this end I agree it may use information provided on this form for the prevention and detection of crime and it may share this information with other bodies solely for these purposes. * I have read, and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description. * I confirm that to the best of my knowledge, the information provided in this application form is true and correct and provides a fair representation of my skills and work experience. I understand that providing false or misleading statements or withholding information may result in withdrawal of an offer of employment or disciplinary action including dismissal from the Council. * I hereby give consent to the collection, storage, and processing of my personal data. | |
| Please note: If you are returning this form by e-mail, you will be asked to sign your application upon being called for interview. Candidates selected for interview will be notified within three weeks of the closing date. | |
| Signed: | Date: |

|  |
| --- |
| *Please ensure that you submit the Employment Monitoring Form with this application.* |