

Applicant Surname (CAPITAL LETTERS):

Application Form



Please return your completed application form to:

**Chelmsford Learning Partnership
c/o The Boswells School
Burnham Road
Chelmsford
Essex
CM1 6LY**

Thank you for your interest in The Beaulieu Park School

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.

Section 1

Post details

Application for appointment as: _____

Where did you see the Advertisement for this post? _____

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

Section 2

Personal details

Last name and title: _____	First names(s): _____
Previous names: _____	Date of birth: _____
Home telephone number: _____	Home email address: _____
Work telephone number: _____	Work email address: _____
Address: _____	Mobile telephone number: _____

	National Insurance No: _____
	<input type="checkbox"/>

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

Section 3

Present Employment (if currently employed)

Employer's name and address (if applicable) :

Nature of business:

Job title:

Date appointed:

Grade/Salary Spine:

Current Salary (Point):

Notice required:

Allowance(s) received: Type:

Reason for leaving:

Value: £

Type:

Value: £

Section 4

Brief outline of duties in your current or most recent job

Section 5

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:	Reason for leaving
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Section 6**Previous Teaching Experience** (in chronological order): *(PGCE/BEd students only, include teaching practice)*

Name & Type of School:	Name of LEA/Ind	Start Date:	End Date:	Post Held & Scale	No. on Roll Co.Ed, Boys, Girls	Ages Taught	F/T or P/T	Subjects Taught
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Section 7**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, etc.

Section 8**Secondary School Education**

School(s):	From:	To:	Qualification/subject obtained & awarding body:	Grade:	Dates:
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Section 9

Continuing Education* (University/College/Apprenticeships etc) Please list most recent first.

Educational Establishments:	From:	To:	Qualification/subject obtained & awarding body:	Level/ Grade:	Dates:

Section 10

Professional qualifications Including details of professional association membership.

Do you hold Qualified Teacher Status (QTS)? Yes <input type="checkbox"/> No <input type="checkbox"/>	DfES Number:
If yes please complete the following:	
Date Statutory Induction Period (if qualified since August 1999) started:	Completed:

Section 11

Other relevant training and development activities attended in the last 5 years*

Brief description /Course title:	Date:	Organising Body:

*(Please list the most recent first and continue on a separate sheet if necessary)

Section 12

Information in support of this application

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

Information in support of this application 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. For Teaching posts, your most recent reference must be from your current Headteacher.

Name and address:	Name and address
Position:	Position:
Telephone number:	Telephone number:
Fax number:	Fax number:
Email address:	Email address:

- Notes
- (i) **Referees will be contacted 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 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? 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 by or on your behalf is not allowed.

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 and, an enhanced Disclosure will be sought from the Disclosure and Barring Service in the event of a successful application. A conviction 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 with us is very much appreciated. It is not 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, please enclose a stamped addressed envelope.

Signed:

Date: