



## Completing Your Application Form

- a) Ensure that you have completed the top section of the application form stating the job you are applying for, closing date and reference number if applicable
- b) You may find enclosed with the application form the Job Profile and the Person Profile
- c) If enclosed, you must refer to the Job Profile and each point in the Person Profile, but more particularly the essential criteria, to give as much information as you can about why you think you are suitable for the job, giving clear examples
- d) You must complete ALL sections of the application form as clearly as possible, it can be hand-written or typed. CV's can only be accepted as additional information
- e) You can use additional sheets of paper as necessary and make sure they are securely attached to your application form
- f) Applicants must complete the reference section of the form and unless otherwise indicated references will be taken up before the interview. Candidates who are already employed by the Success for All Educational Trust should give the name of their current line manager as their referee
- g) Your completed form must be returned before the closing date - applications received after the closing date will not usually be considered
- h) If you have any queries about completing your application form, please telephone the contact person identified in the advert

## NOTES FOR GUIDANCE

### References

- a) All referees should be professional rather than personal ones.
- b) In the case of teachers from Havering, the head teacher of your present or most recent school is the appropriate first referee, the second is optional.
- c) In all other cases, where your teaching is, or has been, in the maintained sector of education, the first referee should be the chief education officer of your present or most recent employing authority, c/o a divisional office where appropriate.
- d) If you have not previously held a teaching post, the name and address of the principal of your institution should be given as the first referee. Heads of department and other persons may be given as a second referee.
- e) If you are applying from outside the maintained sector of education, your most recent employer should be given as a referee.
- f) Please note that where other referees are given, the Trust reserves the right to contact referees other than those nominated, in accordance with the practice outlined in (a) to (e) above.
- g) If you do not wish confidential references to be sought, it is essential that you state this and the reasons why, when returning this form.

### General

- a) The canvassing of any governor or member of the Trust, directly or indirectly, for any post in the Trust's service will disqualify the applicant from the appointment.
- b) Please return this form to the address specified in the vacancy advertisement.
- c) In the interest of the economy, it is not the Trust's policy to notify candidates who have been unsuccessful. Nevertheless, the Success for All Educational Trust is appreciative of your interest in this appointment.



## Teaching Application Form

	Position applied for:  Employer Location:  Closing date:
--	--

Please complete in Black

### Particulars of Applicant

Preferred Title: (e.g. Mr, Mrs, Miss, Ms)	First Name(s):	Surname:
Address (including post code):		
Telephone number:	Evening telephone Number:	e-mail address:
Teacher Reference Number:	NI Number:	
Are there any restrictions on your right to work in the UK?		

### Teaching Details

Teacher Reference Number:
Are you subject to any conditions or prohibitions placed on you by the GTCE (or other) in the UK?

### Present/Most Recent Employer

Employers Name:		Date appointed:	
		Boys, girls or mixed:	
No. on roll:	Pay spine and point (e.g. MPS 4)	School age range:	Ages taught:
Please detail any allowance held (e.g. TLR/SEN/Recruitment or Retention)			Pay spine and point (e.g. MPS 4)
Reason for leaving:			
Brief statement of duties:			



Please note: all candidates called for interview must bring proof of qualifications including Threshold certificates and QTS certificates

**Previous teaching experience (in chronological order)**

School Name and type:	Employers Authority:	Main subject:	Number on roll:	Date from:	Date to:	Reason Leaving:

**Courses attended within the past five years**

Name of Institute:	Qualifications and grades:	Date attained:	Attended from and attended to:

**Training and Qualifications  
Secondary & Further /Higher Education (including Teacher Training)**

Name of school/college:	Qualifications and Grades:	Date attained:	Attended from and attended to:

**References**

Please give the names and addresses of at least two and up to three people who will provide a reference. As contained in the DFE Safer Recruitment in Education Settings 2006 guidance, the school reserves the right to contact previous employers prior to interview if you are short listed. Requests to delay seeking references at this stage of the recruitment process must be submitted to school for consideration.



<p>Name: Position Held: Name of Organisation: Address:</p> <p>Telephone: Email: In what capacity does the referee know you?</p>	<p>Name: Position Held: Name of Organisation: Address:</p> <p>Telephone: Email: In what capacity does the referee know you?</p>
---	---

### Relevant Experience and Skills - Supporting statement

If enclosed, you must refer to the Job Profile and each point in the Person Profile, focusing on the essential criteria. In all situations it is advisable to give as much information as you can about why you think you are suitable for the job, giving clear examples of experience to demonstrate your capabilities.



## Other details

Do you consider yourself to have a disability?

We welcome applications from people with disabilities. If you have a disability and are invited for an interview, please give details of any special arrangements that you require.

## Relationship with Local Authority

If you are the parent, grandparent, partner, child, stepchild, brother, sister, uncle, aunt, nephew or niece of an existing member of Trust staff, or the partner of such persons, please give details

If you are appointed and have any business, financial and/or political interests which might conflict with the duties or responsibilities of this post please give details

## Rehabilitation of Offenders Act 1974

*All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.*

*Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring service before your appointment is confirmed.*

## Review Application Form

By signing underneath, I declare that all the information set out in this application form is true in all respects and I understand that false information may render me liable for dismissal if I am appointed

Signed:

Date:

By signing and submitting this form I consent to the processing of personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the Data Protection Act 1998.

Signed:

Date:

You will be asked to sign this form if you are invited for interview

In the interest of economy, it is not the Council's policy to notify candidates who have been unsuccessful and generally if you have not heard within 6-8 weeks you should assume that this is the case. Nevertheless, the Council is appreciative of your interest in this appointment.

Please return completed applications to [jobapplications@sfaet.co.uk](mailto:jobapplications@sfaet.co.uk) or send to C. Valentine, HR Assistant, Success for All Educational Trust, based at The Royal Liberty School, Upper Brentwood Road, Romford, RM12 6HJ.



## Equal Opportunities

### Monitoring of Job Applicants

SFAET Ltd is striving towards equality of opportunity in its employment practices and selection procedures. An Equality and Diversity Policy has been approved and is outlined below for you to retain if you so wish. To help us to find out how far we are succeeding in providing equal access to jobs in the Borough, we need the information detailed below. You are, therefore, requested to complete the monitoring information and return it with your application.

### Equal Opportunities Policy Statement

As an employer, SFAET Ltd is taking positive steps to eliminate discrimination, and to redress imbalances, in order to provide genuine equality of opportunity at all levels within the organisation.

SFAET Ltd aims to treat all employees with dignity and respect and provide a working environment free from discrimination and harassment.

Every possible step will be taken to ensure that employees and job applicants are treated equally and fairly and that decisions on recruitment, selection, training and promotion are based on agreed criteria. In particular, no applicant or employee will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job, or which constitute indirect unfair discrimination.

SFAET Ltd believes that it is in the Trust's interests and those who work for it to be committed to the use, development and retention of the full range of skills and talents of its employees, and will work to provide an employment environment in which everyone has the opportunity to contribute and develop.

Employees will be involved in the regular reviewing and monitoring of the Equality and Diversity Policy to ensure its relevance and effectiveness.

All information provided is provided based on the Data Protection Act of 2018 and subject to General Data Processing Regulations.

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 at [www.sfaet.co.uk](http://www.sfaet.co.uk) which detail 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.

### What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment: career history, qualifications, references, skills and experience, if you are legally entitled to work in the UK, disclosure of criminal convictions.

### 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.

---

### Ethnic Origin

I would describe myself as *(please tick as appropriate)*



**White**

- British
- Irish
- Any other white background Please specify

**Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background Please specify

**Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background Please specify

**Black or Black British**

- Caribbean
- African
- Any other black background Please specify

**Chinese or other ethnic group**

- Chinese
- Any other ethnic background Please specify

---

**Age Group**

- |                                |                                |                                      |
|--------------------------------|--------------------------------|--------------------------------------|
| <input type="checkbox"/> 16-20 | <input type="checkbox"/> 36-45 | <input type="checkbox"/> 60 and over |
| <input type="checkbox"/> 21-25 | <input type="checkbox"/> 46-55 |                                      |
| <input type="checkbox"/> 26-35 | <input type="checkbox"/> 56-59 |                                      |

---

**Faith/Religion**

- |                                    |                                   |   |
|------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Sikh      | <input type="checkbox"/> Buddhist | <input type="checkbox"/> Any other Please specify |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Muslim   |   |
| <input type="checkbox"/> Hindu     | <input type="checkbox"/> Jewish   |   |

---

**Gender**

- |                               |                                 |                                      |                                |
|-------------------------------|---------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Transgender | <input type="checkbox"/> Other |
|-------------------------------|---------------------------------|--------------------------------------|--------------------------------|
- Please specify \_\_\_\_\_

---

**Sexual orientation**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Lesbian            | <input type="checkbox"/> Bisexual          | <input type="checkbox"/> Any other Please specify |
| <input type="checkbox"/> Heterosexual woman | <input type="checkbox"/> Gay man           |   |
| <input type="checkbox"/> Heterosexual man   | <input type="checkbox"/> Decline to answer |   |

---

**Are you currently**

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Employed | <input type="checkbox"/> Unemployed |
|-----------------------------------|-------------------------------------|

---

**How Did You Learn About This Job?**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> TES              | <input type="checkbox"/> Jobs Go Public        | <input type="checkbox"/> DFE Website  |
| <input type="checkbox"/> Havering Website | <input type="checkbox"/> Schools/Trust Website | <input type="checkbox"/> Social Media - If ticked please specify the social media platform ie Twitter, Facebook Linked In _____ |

Other, please specify \_\_\_\_\_