**APPLICATION FOR EMPLOYMENT**

**TEACHING, TEACHING SUPPORT AND ADMINISTRATIVE POSTS**

Please return your completed application form, enclosing a cover letter supporting your application to our HR Manager at [recruitment@ipswichhighschool.co.uk](mailto:recruitment@ipswichhighschool.co.uk)

Applicant Name:

Position Applied For:

# Where did you hear about or see this job advertised?

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*We are committed to the safeguarding of children and young people and we expect all staff to share this commitment. All applicants will be subject to pre-employment screening, which includes an enhanced DBS, reference check and online searches prior to appointment.*

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| **Personal Details** | |
| Title: Mr / Mrs / Miss / Ms / Dr / if other please state: | Surname: |
| First Name(s): | Previous Surname(s): |
| Preferred Name: | National Insurance Number: |
| Home Address: | Address for correspondence (if different): |
| Postcode: | Postcode: |
| Telephone Number  Mobile:  Home: | Email: |

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| **Right to Work in the UK** | |
| Do you have the Right to Work in the UK? | Yes  No |
| If invited for interview, you will be required to provide evidence of your Right to Work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006 and current Home Office guidance. This will include providing original documents or a Home Office share code for an online Right to Work check. | |

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| **Time Spent Living and/or Working Overseas:** | |
| Have you spent time living and/or working outside of the UK, in the last 5 years? | Yes  No |
| If yes, please state dates and locations: | |
| Please be aware, that if appointed and you have lived and/or worked outside of the UK in the last 5 years, there are two additional checks that will be required to be undertaken as part of our pre-employment process:   1. Criminal Records check for overseas applicants. Home Office guidance can be accessed advising how you obtain an overseas criminal records check which must cover the last 5 years that you have lived and/or worked outside of the UK via the link below. Each country can have different requirements so we’re unable to provide you with exact instructions to follow, but everything you need is detailed on this link: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> 2. If you are a member of the teaching profession, you are required to obtain a letter from the professional regulating authority (this is often the Department/Ministry of Education but varies across the world) in the country (or countries) in which you have worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why you may be unsuitable to teach. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database: <https://ec.europa.eu/growth/tools-databases/regprof/home>. Whilst the safeguarding and qualified teacher status (QTS) processes are different it is likely that this information will be obtained from the same place, therefore applicants can also contact the UK Centre for Professional Qualifications: <https://cpq.ecctis.com/> who will signpost them to the appropriate EEA regulatory body. | |

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| **Employment History – Current or most recent employer** | |
| **Please note CV’s cannot be accepted in place of a fully completed application form.** | |
| Employer: |  |
| Address: |  |
| Job Title: |  |
| Current Salary (Basic Pay and any allowances): |  |
| Contract Type: | Permanent  Temporary |
| Start Date: DD/MM/YYYY |  |
| Leaving Date: DD/MM/YYYY |  |
| Reason for Leaving: |  |
| Notice Required: |  |
| Brief Description of Responsibilities: |  |

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| **Employment History continued** | |
| Employer: |  |
| Address: |  |
| Job Title: |  |
| Current Salary (Basic Pay and any allowances): |  |
| Contract Type: | Permanent  Temporary |
| Start Date: DD/MM/YYYY |  |
| Leaving Date: DD/MM/YYYY |  |
| Reason for Leaving: |  |
| Brief Description of Responsibilities: |  |

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| **Employment History continued** | |
| Employer: |  |
| Address: |  |
| Job Title: |  |
| Current Salary (Basic Pay and any allowances): |  |
| Contract Type: | Permanent  Temporary |
| Start Date: DD/MM/YYYY |  |
| Leaving Date: DD/MM/YYYY |  |
| Reason for Leaving: |  |
| Brief Description of Responsibilities: |  |

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| **Employment History continued** | |
| Employer: |  |
| Address: |  |
| Job Title: |  |
| Current Salary (Basic Pay and any allowances): |  |
| Contract Type: | Permanent  Temporary |
| Start Date: DD/MM/YYYY |  |
| Leaving Date: DD/MM/YYYY |  |
| Reason for Leaving: |  |
| Brief Description of Responsibilities: |  |

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| **Employment History continued** | |
| Employer: |  |
| Address: |  |
| Job Title: |  |
| Current Salary (Basic Pay and any allowances): |  |
| Contract Type: | Permanent  Temporary |
| Start Date: DD/MM/YYYY |  |
| Leaving Date: DD/MM/YYYY |  |
| Reason for Leaving: |  |
| Brief Description of Responsibilities: |  |

Please continue using a separate sheet, if required

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| **Employment Gaps** | | |
| Please provide details of any employment gaps since leaving school and give the reasons for the gap. All gaps must be identified. | | |
| **Start Date:** | **End Date:** | **Reason for Employment Gap:** |
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| **Education & Qualifications** | | | | |
| Please provide details of your education, starting with Secondary School onwards. You will be required to produce evidence of qualifications relevant to the post applied for. | | | | |
| **Dates Attended**  **(From & To)** | **Name of School, College or University** | **Qualification Obtained (e.g GCSE, A-Level, Degree etc)** | **Subject & Grade** | **Date of Award** |
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| **Training & Professional Development** | | | | |
| Please give details of training or professional development courses undertaken in the last (3 years), that are relevant to your application:. | | | | |
| **Course Date** | **Course Duration** | **Course Title** | **Qualification Obtained** | **Course Provider** |
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| **Membership of Professional Institutions and other training or knowledge relevant to the post** |
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| **Teacher Status – please only complete this section if you are a Teacher** | |
| Teacher Reference Number |  |
| Do you have QTS? | Yes  No |
| If yes, date of qualification |  |
| If no, are you currently in teacher training? | Yes  No |
| If yes, when is your training due to end? |  |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State, as a result of misconduct? | Yes  No |
| Are you subject to a General Teaching Council sanction or restriction? | Yes  No |

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| **Driving Licence Details – please only complete if you are required to drive as part of the role** | |
| Please note that if your job role requires you to drive, consent will be required to view your driving licence through the gov.uk licence ‘check code’ service | |
| Do you have a valid driving licence? | Yes  No |
| If yes, do you hold a clean driving licence? | Yes  No |

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| **Disability & Accessibility** |
| If you have a disability or impairment and would like us to make adjustment of arrangements to assist, if you are called for an interview, please state the arrangements you require: |
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| **Additional Information** |
| Please provide any additional information relevant to this application. You may wish to include additional skills, relevant special interests or any other information you wish to share. Please declare any family or close relationship to existing employees of the School (including Governors): |
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| **Supporting Statement** |
| Referring to the job description, please explain why you are applying for this post, and why you believe your qualifications, experience and personal qualities fulfil the requirements of this post. Please continue using a separate sheet, if required using no more than 2 sides of A4. |
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| **References** | |
| Please give the names of **two referees** who can comment on your suitability for the role.   * References must be from a professional capacity * One referee must be your current or last employer, if you are not currently employed * If your current or previous employment was based in a school, one of your referees must be the Headteacher of that school. * References cannot be accepted from friends or family members * We are unable to accept an open “To whom it may concern” reference   We reserve the right to seek any additional references we deem appropriate | |
| **Reference 1** | **Reference 2** |
| Name: | Name: |
| School/Organisation: | School/Organisation: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email: | Email: |
| In what capacity does this person know you? Employer / Educational / Other – if other, please state | In what capacity does this person know you? Employer / Educational / Other – if other, please state |
| How long has this person known you? | How long has this person known you? |
| **It is normal practice to take up references before interview. Please indicate whether you give consent for your reference to be requested before interview:** | |
| Yes  No | Yes  No |
| If either of your referees knows you by a different name, please state: | |

Please continue to the next page

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| **Data Protection Notice:** |
| The information you provide in this application form will be used to process your application and assess your suitability for the role. Your personal data will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We will only use your information for recruitment and employment purposes, under one or more of the following lawful bases:   * To comply with our legal obligations (e.g Right to Work checks, safeguarding, equality monitoring) * To take steps prior to entering into an employment contract (e.g recruitment and selection) * For our legitimate interests as an employer, where these do not override your rights   If we need to process special category data (such as health or equality monitoring information), this will be done only where permitted by law.  If your application is unsuccessful, we will retain your personal data for 6 months after the recruitment process has concluded, after which it will be securely destroyed, unless a longer retention period is required by law. |

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| **Disclosure & Barring Checks:** |
| Ipswich High School is legally required to carry out an enhanced Disclosure and Barring Service (DBS) check for this post. For roles in regulated activity, this will also include a barred list check. It is a criminal offence to seek employment in regulated activity if you are on a barred list.  A DBS check will disclose relevant spent and unspent convictions, cautions, reprimands and final warnings, together with any other information held by local police that is considered relevant to the role. Information that is ‘protected’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not be disclosed.  Only shortlisted applicants will be asked to complete a self-declaration of their criminal record or other information that may make them unsuitable to work with children. Any data processed will be handled in line with the UK GDPR, the Data Protection Act 2018, and our Data Protection Policy.  A job offer will be conditional on satisfactory completion of all pre-employment checks, including the DBS check. |

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| **References:** |
| It is normal practice to take up references before interview; we will request references as part of our recruitment process. These may include confirmation of your employment history, performance, any relevant capability or disciplinary matters, and (for roles involving work with children) safeguarding related information, in line with Keeping Children Safe in Education. References are processed in accordance with the UK GDPR, the Data Protection Act 2018 and our safeguarding duties. |

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| **3. Declaration and Signature** |
| I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in the post, and possible referral to the police.  I declare that I am not disqualified from work with children, or subject to sanctions imposed by a regulatory body, and either have no convictions, cautions, or bind-overs, or have attached details in a sealed envelope marked confidential. (see attached notes on disclosure of criminal background) .I understand that for this role I will be required to provide a DBS Disclosure at Enhanced level (including a Children’s Barred List check). |

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| Name (please print): |  |
| Signature: |  |
| Date: |  |

**PROTECTION OF CHILDREN:**

**Safeguarding strategy Statement**

The Ipswich High School Safeguarding Strategy forms a fundamental part of our approach to providing excellent pastoral care to allpupils, including those who may be over the age of 18 years. We believe that all pupils, regardless of age, special needs or disability, racial/cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse.

The objective of the Safeguarding Strategy is to help keep our pupils safe by providing a safe environment for them and to educate them about keeping themselves safe.

The Safeguarding Strategy consists of:-

1. IPSWICH HIGH SCHOOL Safeguarding and Child Protection Policy
2. IPSWICH HIGH SCHOOL Safeguarding Procedures
3. IPSWICH HIGH SCHOOL School Safeguarding and Child Protection Policy
4. Training to equip staff and volunteers to carry out their responsibilities in relation to safeguarding and promoting the welfare of pupils.

The Safeguarding Strategy provides a clear framework within which individual schools will develop systems and local procedures to:-

* Prevent unsuitable people working with children
* Identify pupils who are at risk of, and/or are likely to suffer significant harm and take appropriate action with the aim of making sure they are safe
* Record and share information appropriately
* Respond to allegations against staff and volunteers
* Promote safe practice and challenge poor and unsafe practice

Adherence to the Ipswich High School Safeguarding Strategy is mandatory for **all** staff and volunteers.

We recognise that Safeguarding covers much more than child protection, and so this strategy will operate in conjunction with related policies and procedures, such as effective whole school policies on Anti-Bullying, Behaviour Management, ICT and School Security.

Our approach to safeguarding is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about pupils likely to suffer significant harm to the child protection agencies.

We are committed to working in partnership with parents; child protection agencies and diverse communities, to continuously develop and improve the Safeguarding Culture within our schools.

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**EQUAL OPPORTUNITIES MONITORING FORM**

IPSWICH HIGH SCHOOL is committed to promoting equality, diversity and inclusion. To help us monitor the effectiveness of our policies and meet our obligations under the Equality Act 2010, we would be grateful if you would complete this form.

The information you provide will be treated in the strictest confidence and used only for monitoring purposes. It will be separated from your application, will not be seen by the shortlisting or interview panel, and will not be used in the selection process. Data will be retained securely for monitoring and reporting purposes only.

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| **Equalities Monitoring** | | |
| What is your date of birth? (DD / MM / YYYY): |  | |
| What is your biological sex? | Male |  |
| Female |  |
| Prefer not to say |  |
| What is your gender? | Male |  |
| Female |  |
| Other |  |
| Prefer not to say |  |
| Do you identify as the gender you were assigned at birth? | Yes |  |
| No |  |
| Prefer not to say |  |

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| **How would you describe your ethnic origin?** | | | | | |
| **White:** | | **Black, Black British, Caribbean or African:** | | **Other Ethnic Groups:** | |
| English, Welsh, Scottish, Northern Irish, British |  | African |  | Arab |  |
| Irish |  | Caribbean |  | Any other ethnic group |  |
| Gypsy or Irish Traveller |  | Any other Black British or Caribbean background |  |  |  |
| Roma |  |  |  |  |  |
| Any other White background |  |  |  |  |  |
| **Asian or Asian British:** | | **Mixed or Multiple ethnic groups:** | | **Prefer not to say:** | |
| Bangladeshi |  | White & Asian |  | Prefer not to say |  |
| Indian |  | White & Black African |  |  |  |
| Pakistani |  | White & Black Caribbean |  |  |  |
| Chinese |  | Any other mixed or multiple background |  |  |  |
| Any other mixed or Asian background |  | Any other mixed or multiple background |  |  |  |

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| **What is your religion or belief?** | | | | | |
| Agnostic |  | Hindu |  | Pagan |  |
| Atheist |  | Jain |  | Sikh |  |
| Buddhist |  | Jewish |  | Other |  |
| Christian |  | Muslim |  | Prefer not to say |  |

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| **Health** | | | | | | |
| Are your day-to-day activates significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months? | Yes |  | No |  | Prefer not to say |  |
| If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the categories listed apples, please mark ‘other’. | Physical impairment | | |  | | |
| Sensory impairment | | |  | | |
| Learning disability / difficulty | | |  | | |
| Long-standing illness | | |  | | |
| Mental health condition | | |  | | |
| Developmental condition | | |  | | |
| Other, if other please specify | | |  | | |