



# The Seckford Foundation

'A Foundation for Life'

Supporting Woodbridge School, the Seckford Education Trust and  
Seckford Almshouses

## Confidential Application for Employment

Please read the enclosed explanatory notes before completing this form.

Position applied for:

Where did you see or hear of this job? (Please tick)

<input type="checkbox"/>	Indeed / Other jobs site	<input type="checkbox"/>	East Anglian Daily Times/Local paper	<input type="checkbox"/>	Personal Recommendation
<input type="checkbox"/>	Suffolk Jobs Direct	<input type="checkbox"/>	Free Schools Trust Website	<input type="checkbox"/>	Other (If other please state below)

If other please state:

### Personal details:

Title: *Mr/Mrs/Ms/Miss/Other:*

Forenames:

Surname:

All Former Surnames:

Address

Post Code

Home No.:

Work No.:

Mobile No.:

Email address:

National Insurance No:

Do you have children at Woodbridge School?

Yes

No

Are you an existing School/Foundation employee?

Yes

No

Teacher reference number (if applicable):

Are you related to an existing employee, Governor or Trustee of the Seckford Foundation/Woodbridge School/Seckford Education Trust/Seckford Almshouses?

Yes

No

If yes, please provide name, address and relationship to you:

Do you hold a current driving licence?

Yes

No

Is it

Provisional

Full

HGV

PCV

Do you have any current endorsements? (give details)

Are there any restrictions to your residence in the UK which might affect your right to take up employment with the Seckford Foundation?

Yes

No

If Yes, please provide details:



If you are successful in your application, would you require a work permit prior to taking up employment? **Yes**  **No**

**Education/Technical/Professional Qualifications**

Please name any institute or professional body in full, rather than using initials

**Secondary Education**

Where attained	Subjects / Qualifications	Year	Grade

**Higher/Further Education**

Where attained	Subjects / Qualifications	Year	Grade

**Teaching qualifications (if applicable)**

Where attained	Subjects / Qualifications	Year	Grade

**Qualifications being studied for (if applicable)**

Where attained	Subjects / Qualifications	Year	Grade

**Details of relevant training courses**

Course subject and provider	Length of course	Year

**Your interests and aptitudes**

Please let us know about your personal interests and skills



**Employment history**

Please list below a **full and complete** record of all employments and activities, either paid or unpaid, including any other gaps in your employment history starting with your present / last employer. **Please continue on a separate sheet if necessary.**

**Present Employment**

Job Title:	Employer:
Current Salary:	Address:
Current Scale if applicable:	
Employed from:	Employed to:
Notice Required:	Reason for leaving:

Please give a brief description of current duties, responsibilities and achievements.

**Previous Employment**

Employer (Name & Full Address)	Jobs held and main duties	From	To	Salary/ Grade	Reason for leaving

*Please continue on a separate sheet if necessary*



### How you meet the selection criteria

Please demonstrate using examples how your knowledge, experience and skills meet the job requirements described in the person specification. Please include your reasons for and your interest in applying for this post. **You may prefer to attach this as a separate document.**

*Please continue on a separate sheet if necessary*



## References

Please give details of two referees, one of whom **must** be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Normally references will be requested for all candidates invited to interview, unless for exceptional reasons, you ask us not to by ticking the 'no' boxes below and provide further details. This will not affect our decision to invite you for interview. Please note that we may approach any previous employer as part of our vetting procedure. We do not accept references from friends or family members.

In the case of applicants leaving full time education or not having worked since doing so, the Head of School, College or University should be one of the named referees.

For further details, please read the accompanying Explanatory Notes.

Name:

Name:

Address:

Address:

Tel. No.

Tel. No.

E-mail:

E-mail:

Occupation:

Occupation:

Relationship (eg Manager):

Relationship (eg Manager)

May we contact them if we decide to invite you for interview?

May we contact them if we decide to invite you for interview?

Yes  No

Yes  No

If no, please give your reasons:

If no, please give your reasons:

**Working overseas**

Have you lived and/or worked overseas in the last five years?

Yes

If yes, please give details:

No

**Convictions**

- Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Yes

No

- Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

Yes

No

- To the best of my knowledge and belief the information I have given is correct. I understand that knowingly providing false information is an offence and could result in my application being rejected or summary dismissal if I am appointed to the post, and possible referral to the Police, the Disclosure Barring Service and/or DCFS Children's Safeguarding Operation Unit. I am also aware of and agree to accept the conditions set out in the accompanying explanatory notes relating to provision of information of criminal convictions.
- I hereby give my consent for personal information (including recruitment monitoring) 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.
- I confirm that I understand and agree with the Foundation's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- I confirm that I am not disqualified from work with children or vulnerable adults, or subject to any sanctions imposed by a regulatory body. I am aware that this post requires an Enhanced Disclosure from the DBS.

**Signed:**

**Date:**

The Seckford Foundation is committed to a policy of equal opportunities.

**Data Protection**

The Foundation will comply with its obligations regarding the processing of personal data under its Data Protection Policy and Privacy Notices at all times. A copy of the Policy and Notices available on the Foundation's website, which may change from time to time.

**Please return completed applications preferably by email to: [HR@seckford-foundation.org.uk](mailto:HR@seckford-foundation.org.uk) or alternatively by post to: HR Department, Seckford Foundation, Marryott House, Burkitt Road, Woodbridge, Suffolk IP12 4JJ**