



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: <i>Mr/Mrs/Ms/Miss/Other:</i>		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 <input type="checkbox"/>	No <input type="checkbox"/>
Are you an existing School/Foundation employee?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide name, address and relationship to you:			
Do you hold a current driving licence?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is it	Provisional <input type="checkbox"/>	Full <input type="checkbox"/>	HGV <input type="checkbox"/> PCV <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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



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 <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 or alternatively by post to: HR Department, Seckford Foundation, Marryott House, Burkitt Road, Woodbridge, Suffolk IP12 4JJ