



# The Seckford Foundation

## 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"/>	TES	<input type="checkbox"/>	Personal Recommendation
<input type="checkbox"/>	Suffolk Jobs Direct	<input type="checkbox"/>	Woodbridge School Website	<input type="checkbox"/>	Other <i>(If other please state below)</i>

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"/>
Are you related to an existing employee, Governor or Trustee of the Seckford Foundation/Woodbridge School?		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 <input type="checkbox"/>	No <input type="checkbox"/>

**Education/Technical/Professional Qualifications**

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

**Secondary Education**

Where attained	Subjects / Qualifications	DD/MM/YYYY	Grade

**Higher/Further Education**

Where attained	Subjects / Qualifications	DD/MM/YYYY	Grade

**Teaching qualifications (if applicable)**

Where attained	Subjects / Qualifications	DD/MM/YYYY	Grade

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

Where attained	Subjects / Qualifications	DD/MM/YYYY	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(dd/mm/yyyy):	Employed to (dd/mm/yyyy):
Notice Required:	Reason for leaving:
Please give a brief description of current duties, responsibilities and achievements.	

**Previous Employment**

Employer (Name & Full Address)	Jobs Title and main duties	From dd/mm/yyyy	To dd/mm/yyyy	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.

<b>Present Employer</b> Name:  Address:   Tel. No.  E-mail:  Occupation:  Relationship (eg Manager):	Name:  Address:   Tel. No.  E-mail:  Occupation:  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

**Data Protection**

- The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.
- If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.
- Schools are now required, as part of their shortlisting process to carry out an online search as part their due diligence. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.
- We may check the information provided by you on this form with third parties.

**Declaration**

- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks
- I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. *the General Teaching Council for England, or the Teaching Regulation Agency*).
- I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.
- I understand that an online search will be conducted on my name(s) if I am shortlisted for the above role, I am also aware that the school may want to explore anything they find with me at interview stage

**Signed:**

**Date:**

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

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

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## EQUALITY AND DIVERSITY FORM

The Woodbridge School wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

<b>NAME</b>		<b>CLOSING DATE</b>	
<b>VACANCY JOB TITLE</b>			

Ethnicity		Please tick	Religion or Belief	Please tick
White	British English Welsh Northern Irish Scottish		No religion	
	Irish		Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
	Traveller of Irish Heritage		Buddhist	
	Gypsy / Roma		Hindu	
	Any other White background		Jewish	
Mixed	White and Black Caribbean		Muslim	
	White and Black African		Sikh	
	White and Asian		Any other religion (Write in)	
	Any other Mixed background		Prefer not to say	
Asian or Asian British	Indian		<b>Disability</b> <i>Do you consider that you have a disability?</i>	
	Pakistani		Yes - Please complete the grid below	
	Bangladeshi		No	
	Chinese		Prefer not to say	
	Any other Asian background		My disability is:	
Black or Black British	Black – Caribbean		Physical Impairment	
	Black – African		Sensory Impairment	
	Any other Black background		Mental Health Condition	
Other ethnic group	Arab		Learning Disability/ Difficulty	
	Chinese		Long standing illness	
	Prefer not to say		Other	
	Any other ethnic group			
<b>Personal relationship</b>			<b>Gender</b>	
	Single		Female	
	Living together		Male	
	Married		Transgender	
	Civil Partnership		Other	
	Prefer not to say		Prefer not to say	