



Davenant Foundation School

Nurturing, Mind, Body & Spirit

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APPLICATION FORM – TEACHING STAFF

Please complete in BLOCK CAPITALS

SECTION 1 – PERSONAL DETAILS

Application for the post of: _____

Title: _____ Surname: _____

Forename(s): _____ Previous Surname: _____

Address: _____

Postcode: _____

Telephone No: _____ Mobile No: _____

Email Address: _____ National Insurance No: _____

Dept for Education Ref No: _____ Date of Qualification: _____

SECTION 2 - CURRENT SCHOOL

Name of School	Subjects Taught
Type	-
Address	-
	-
	-
	-
Post Code	Telephone Number
Date of Appointment	Boys, Girls or Mixed
No. on Roll	Ages Taught

SECTION 3 - CURRENT POST

Status of present post (e.g. MPS or UPS) and details of responsibilities:	Date of appointment:
	Full or Part-time:
	Gross Annual Salary:
	Period of Notice:

SECTION 4 - PREVIOUS TEACHING EXPERIENCE (in chronological order)

Name(s) and Type of School(s) Reason for Leaving	Post Held and Scale MPS or UPS	Dates		No. on Roll Boys, Girls or Mixed	Ages Taught	F/T or P/T	Subjects Taught
		From	To				

SECTION 5 - PERSONAL EDUCATION

Name(s) and type of Secondary School(s)	Dates		Qualifications gained		
	From	To	Subject (including level)	Grade	Date

Name(s) of University/College	Dates		Full/ P.T.	Qualifications gained		
	From	To		Title and Subject	Class/ Grade	Date

SECTION 6 - OTHER WORK EXPERIENCE

Name and Address of Employers	Detail of Post Held	From		To		F/T or P/T
		M	Y	M	Y	

SECTION 7 - OTHER QUALIFICATIONS

Institution/Professional Body	Qualifications	Year	Grade

SECTION 8 - COURSES ATTENDED - relevant to this post (within the last 3 years)

Title	Organising Body	Date	Duration

SECTION 9 - MEMBERSHIPS, INVOLVEMENT WITH VOLUNTARY BODIES

Name(s) & Details	Dates	
	From	To

SECTION 10 – HOBBIES & INTERESTS

SECTION 11 - REFERENCES

Have you any objections to your present employer being approached? YES/NO

One referee should be your present Head or other employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

Name	Name
Capacity/Position	Capacity/Position
Address	Address
Post Code	Post Code
Telephone/Fax No.	Telephone/Fax No.
E-mail address	E-mail address

DISCLOSURES

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2) to disclose whether:

- they have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or
- they 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.
- they are subject to any prohibitions relevant to the role

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance notes are available to accompany the SD2 form to assist candidates with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.

Where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application, along with other relevant pre-employment checks.

Shortlisted candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2018 ("the Regulations") will be asked to complete a Disqualification Declaration Form.

A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available from the school office if you wish to review this Form prior to submitting your application.

Safer Recruitment Declaration

It is unlawful for a person who is barred from working with children to apply to work in a regulated position.

I certify that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post.

Signature: _____ Date: _____

NOTES FOR APPLICANTS

- Canvassing by or on behalf of an applicant whether directly or indirectly is forbidden.
- You must declare any family or close relationship to existing employees or employers (including governors) prior to interview.

Davenant Foundation School fully complies with information legislation. For the full details on how we use your personal information please see the school's website or call 0208 508 0404 if you are unable to access the internet.