



ENGLEFIELD CE PRIMARY SCHOOL

APPLICATION FOR EMPLOYMENT



Please complete every section. If a section does not apply, write "N/A". Continue on a clearly labelled separate sheet if required. CVs alone will not be accepted; a CV may only be supplied in addition to this completed application form.

Important information for applicants

Englefield CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post involves regulated activity with children. Appointment will be subject to satisfactory references, identity and right-to-work checks, verification of qualifications and professional status, an enhanced DBS check including children's barred list information where legally applicable, and other relevant pre-employment checks.

The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must disclose relevant convictions and cautions, including those that are spent, in accordance with the Exceptions Order and current filtering rules. Do not disclose convictions or cautions that are protected and not required to be disclosed by law. If you are unsure what must be disclosed, seek guidance before completing the relevant declaration requested at the appropriate stage.

Information will be used for recruitment and safer-recruitment purposes and handled securely in accordance with applicable data-protection requirements. Do not send original identity documents or DBS certificate details with this form.

1. Post applied for

Post title: _____

Vacancy reference (if known): _____

Where did you see this vacancy? _____

Earliest date you could take up appointment: _____

2. Personal details

Title (optional): _____

First name(s): _____

Surname/current name: _____

Any previous name(s) used for employment, qualifications or checks (give dates/context):

Address: _____

Postcode: _____

Telephone number: _____

Email address: _____

Preferred contact method: _____

Date of birth and equality-monitoring information are not requested here. If required for statutory monitoring or pre-employment checks, these will be collected separately and kept apart from shortlisting information.

3. Right to work in the UK

Please indicate whether you currently have the right to work in the UK. No documentary evidence is required at application stage; the school will carry out the appropriate check before employment.

Question	Response
Do you currently have the right to work in the UK?	☐ Yes ☐ No ☐ Unsure
If your permission is time-limited, please give the type and expiry date (if known).	
Will you require sponsorship to work in the UK?	☐ Yes ☐ No ☐ Unsure

4. Education, qualifications and teacher status

List all relevant education and qualifications, starting with the most recent. Include the awarding body, dates and grades/results. The school will verify qualifications and professional status.

School / college / university	Dates attended	Qualification / subject	Awarding body	Grade / date awarded

Qualified Teacher Status (QTS) / route to QTS / award date:

Teacher Reference Number (TRN), if known: _____

Current teaching status (e.g. QTS, ECT, overseas-trained teacher):

Relevant professional memberships / registration (if applicable):

5. Relevant training and continuing professional development

Include safeguarding/child protection, safer recruitment (if applicable), SEND, behaviour, first aid, curriculum, PE, outdoor learning, continuous provision and OPAL/play training. Do not include confidential details about individual children.

Course / training	Provider	Date completed	Expiry / refresher due (if relevant)

6. Full employment, education and activity history

Give a complete chronological history from the end of secondary education to the present, starting with your current or most recent activity and working backwards. Include paid employment, supply work, self-employment, voluntary work, education and training. Account clearly for every period, including breaks, caring responsibilities, travel, unemployment or other activity. Explain any gaps and reasons for leaving. The school may seek clarification at interview.

From (MM/YYYY)	To (MM/YYYY)	Employer / organisation and location	Role, responsibilities and age range	Reason for leaving / explanation for gap

If you need additional space, attach a continuation sheet headed “Employment history — Class Teacher application” and include your name.

7. Current or most recent employment

Employer name and address: _____

Job title and employment type (permanent/fixed-term/supply/other): _____

Start date: _____

Current salary/grade and allowances (optional): _____

Notice period / availability: _____

Name and role of line manager: _____

Summary of responsibilities, year groups/key stages taught and relevant achievements:

Reason for seeking to leave / reason employment ended (if applicable):

8. Teaching experience and professional practice

Summarise your experience relevant to this post, including year groups, key stages, curriculum responsibilities, assessment, inclusion, safeguarding, teamwork and wider school contribution.

9. Personal statement

Please use the space below to explain how your skills, experience, knowledge and personal qualities meet the requirements of the Class Teacher role and the person specification. You may wish to refer to your teaching and assessment practice; inclusion, SEND and behaviour; working with colleagues and families; and your contribution to the school community and its Christian vision and values. Please also describe any relevant or desirable experience in continuous provision, outdoor learning, PE and OPAL (Outdoor Play and Learning). Use specific examples where possible and explain the impact of your practice on pupils' learning, development and wellbeing. You do not need to address every area separately; use this statement to present the evidence you feel best demonstrates your suitability for the post. Please do not include confidential information that could identify individual children.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

10. Safeguarding and suitability declaration

The following questions relate to suitability to work with children and must be answered accurately. A “yes” answer does not automatically prevent appointment; relevant information will be considered fairly and confidentially. Do not disclose protected convictions/cautions that you are not legally required to disclose. If further criminal-record information is needed, the school will provide a separate confidential process and explain what must be declared.

a. Have you ever been barred from working with children, or are you subject to any restriction that would legally prevent you from undertaking this role? ☐ No ☐ Yes

If yes, provide details in a separate confidential statement:

b. Are you currently subject to any prohibition, restriction, sanction or disciplinary finding that would prevent or restrict you from teaching or working in this post (including a teacher prohibition order)?

☐ No ☐ Yes

If yes, provide details in a separate confidential statement:

c. Are there any current investigations, disciplinary proceedings, or findings by a professional or regulatory body relevant to your suitability to work with children or to teach that you are legally required to disclose? ☐ No ☐ Yes

If yes, provide details, including status/outcome where known, in a separate confidential statement:

Criminal-record declaration: Because this role is exempt from the Rehabilitation of Offenders Act 1974, shortlisted applicants will be given the school's separate instructions for disclosing relevant convictions/cautions that must legally be declared, applying current filtering rules. Do not put criminal-record details in the main application form unless specifically instructed through the confidential process.

The school may carry out proportionate online searches on shortlisted candidates as part of due diligence, in line with KCSIE and the school's recruitment procedure. Any relevant matters identified will be discussed fairly with the candidate.

11. Referees

Provide at least two professional referees. Referee 1 must normally be your current or most recent employer/line manager, or your course tutor if you are in or have just completed full-time education. Where your current/most recent role does not involve working with children, include a referee from your most recent role working with children, where applicable. Referees must not be relatives or friends. References will be sought directly from referees and may be requested before interview. Please tell referees they may be contacted.

Referee 1

Full name and title: _____

Job title / relationship to you: _____

Organisation: _____

Work address: _____

Work email: _____

Work telephone: _____

How long have they known you and in what capacity?

May we contact this referee before interview? ☐ Yes ☐ No — if no, explain:

Referee 2

Full name and title: _____

Job title / relationship to you: _____

Organisation: _____

Work address: _____

Work email: _____

Work telephone: _____

How long have they known you and in what capacity? _____

May we contact this referee before interview? ☐ Yes ☐ No — if no, explain: _____

The school may contact previous employers to verify employment history and investigate discrepancies. References will be assessed for factual information about employment, performance and suitability to work with children, in line with current safeguarding guidance.

12. Additional information

Is there anything else relevant to your application that you would like the panel to consider?

13. Applicant declaration

I declare that the information provided in this application and any attached continuation sheets is, to the best of my knowledge, complete and accurate. I understand that material omissions or false or misleading statements may result in my application being rejected, or, if appointed, disciplinary action or dismissal. I authorise the school to verify the information supplied, contact the referees named, and undertake relevant pre-employment checks in accordance with its recruitment and safeguarding procedures. I understand that appointment is subject to satisfactory checks and that the school may ask me to clarify any gaps or discrepancies in my history.

Applicant signature (typed name for online submission):

Date: _____

Before submitting, check that all sections are complete, employment and activity history is accounted for, referees have been informed, and any continuation sheets are labelled with your name and the post title.

Recruitment use only — do not complete

Check / action	Completed by / date	Notes / outcome
Application complete and signed		
Employment / activity chronology scrutinised; gaps and anomalies identified		
Shortlisting against pre-set person specification		
Online search completed for shortlisted candidate (if applicable)		
References received directly and verified		
Identity and right-to-work checks		
Qualifications and QTS / teacher status verified		
Enhanced DBS and children's barred list check, as legally applicable		
Prohibition / sanctions and other relevant checks completed		
Safeguarding declaration / criminal record information handled confidentially		
Offer and all pre-employment checks authorised		

Safeguarding and compliance note for the school: This is a draft application form designed to support safer recruitment; it is not a legal certification of compliance. Before use, the governing body/appropriate employer and HR or safeguarding adviser should check it against the current KCSIE (2026), the current West Berkshire/Berkshire West safer recruitment guidance, the school's recruitment policy, data-protection privacy notice, DBS eligibility and filtering rules, and the current Oxford Diocesan Board of Education (ODBE) and SIAMS expectations. Ensure the school's exact Christian vision and values are inserted in the applicant pack and assessed consistently. Collect date of birth, equality monitoring, health information and detailed criminal-record information separately where appropriate, with access restricted to those who need it.

Useful official guidance (check current versions before use):

- Keeping Children Safe in Education (DfE): <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Berkshire West Safeguarding Children Partnership — safe recruitment guidance: <https://berks-westberks.trixonline.co.uk/chapter/guidance-for-safe-recruitment-selection-and-retention-for-staff-and-volunteers>
- West Berkshire education vacancies / recruitment information: <https://jobs.westberks.gov.uk/education>
- DBS children's barred list checks: <https://www.gov.uk/guidance/check-the-childrens-barred-list>
- Englefield CE Primary School job opportunities: <https://www.inglefieldprimary.co.uk/job-opportunities/>