

# Oak-Tree Group of Schools Job Application Form All Positions



## The Oak-Tree Group consists of

Braeside School in Buckhurst Hill – Coopersale Hall School in Epping  
Normanhurst School in North Chingford – Oaklands School in Loughton

## Complete and return this form electronically to [jobs@oaktreeschools.co.uk](mailto:jobs@oaktreeschools.co.uk) or by Royal Mail to:

Mr M. Hagger, Group Managing Principal  
The Oak-Tree Group of Schools  
6-8 Albion Hill, Loughton  
Essex, IG10 4RA  
Telephone: 020 8508 3109  
Facsimile: 020 8502 0432

**This is a generic form for all positions within the Oak-Tree Group of Schools. Please complete as comprehensively and accurately as possible, either electronically or in black ink as it may be copied for internal use.**

<b>Applicant's full name:</b>	
<b>School:</b> (Braeside, Coopersale Hall, Normanhurst, Oaklands or Head Office)	
<b>Position applied for:</b>	
<b>Date of application:</b>	
<b>Previous applications within the Oak-Tree Group:</b>	

The information given in this form will be treated in confidence. Past or present employers will not be approached without your consent. Any offer of employment will be subject to references and medical clearance that we find to be satisfactory, DBS checks and documentary evidence showing your entitlement to work in the UK. All new appointments are subject to a probationary period.

The Oak-Tree Group aims to employ the best qualified personnel and operates equality of opportunity in accordance with the Equality Act 2010 in terms of selection, recruitment, training and career development for internal and external applicants. We are committed to ensuring, within the framework of the law, that the recruitment process is free from unlawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, gender, sexual orientation, age, religious belief, marital status or disability.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our Recruitment Policy and Safeguarding Children Policy are available to download from each school's website. Please read and familiarise yourself with them.

If your application is successful, we will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed within six months.

Section 1: Personal details		
<b>Title:</b>	<b>Forename(s):</b>	<b>Surname:</b>
<b>Date of Birth<sup>1</sup>:</b>		<b>Former name:</b> (if applicable)
<b>DFES number:</b> (if applicable)		<b>National Insurance number:</b>
<b>Address:</b>		<b>Contact details:</b> <b>Home:</b> <b>Work:</b> <b>Mobile:</b> <b>Email address:</b>
<b>Are you eligible for employment in the UK?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Please provide details:</b> (if applicable)		
<b>Do you have Qualified Teacher status?</b> (if applicable)	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>

<sup>1</sup> As part of our commitment to safer recruitment, DOB is required to assist with verification of identity and career history.

Section 2: Current Employment (If not currently employed, go to Section 3)		
<b>Current job title:</b>	<b>Date appointed:</b>	
	<b>Date of leaving:</b>	
<b>Current salary:</b>	<b>Salary grade:</b> (if applicable)	
<b>Reason for leaving:</b>		
<b>Employer's name and address:</b>		
<b>Nature of the business:</b>		
<b>Notice period:</b>	<b>Earliest start date with us:</b>	

Section 3: Brief outline of your duties in your current or most recent job

**Section 4: Previous employment and/or activities since leaving secondary education**

Please start with the most recent and continue on section 14 if necessary.

Dates	Name and address of employer	Position held and/or duties	Reason for leaving	Salary amount and/or scale
<b>From:</b>				
<b>To:</b>				
<b>From:</b>				
<b>To:</b>				
<b>From:</b>				
<b>To:</b>				

**Section 5: Gaps in your employment**

Please give details and dates of any gaps in your employment history, such as looking after children or travelling

**Section 6: Education**

Please start with the most recent and continue on section 14 if necessary.

Name of school, college or university	Dates of attendance	Qualifications Gained		
		Subject(s) & Level	Result	Date
	<b>From:</b>			
	<b>To:</b>			
	<b>From:</b>			
	<b>To:</b>			
	<b>From:</b>			
	<b>To:</b>			

**Section 7: Other vocational qualifications, skills or training**

Please provide details of any vocational qualifications or skills that you possess or training you have received that you consider to be relevant to the role for which you have applied.

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**Section 8: Mobility**

<b>Do you hold a current UK driving licence?:</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Have you had any penalty points or disqualifications in the last five years?:</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>If yes please give details:</b>		

**Section 9: Disabilities**

In accordance with the Equality Act 2010 and our Equal Opportunities Policy, please provide us with detailed information about any disability that may affect your ability to do this job and any support you may require. This will enable us to determine whether we need to assist you with any specific needs you may have. Such needs include physical, mental or sensory conditions that affect speech or general mobility, learning difficulties etc.

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**Section 10: Information in support of this application**

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experiences or skills you have gained in other positions that demonstrate your ability and aptitude to undertake the duties of the post. Please also provide details of any spare time interests. You may submit a formal letter of application if you feel this allows you to set out more clearly your suitability for this position.

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## Section 11: Criminal Record Checks

An offer of employment is conditional upon the Oak-Tree Group receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) that the Oak-Tree Group considers to be satisfactory. The Oak-Tree Group applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) for all positions within the Oak-Tree Group.

It is unlawful for the Oak-Tree Group to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at a school. If you are successful in your application you will be required to complete an enhanced DBS Disclosure Application Form.

Schools are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those that would normally be considered "spent" under the Act) must be declared, subject to the DBS filtering rules referred to below. If you have a criminal record this will not automatically debar you from employment. Each case will be assessed fairly and objectively.

Before answering these questions read the advice on spent convictions and the DBS filtering rules below.

<b>Have you had an Enhanced DBS check carried out on you within the last 6 months?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If yes, state the date and position to which it relates:</b>		
<b>If answering 'yes' to any of the below, please provide details on a separate sheet and send this in a sealed envelope marked "Confidential" with your Application Form.</b>		
<b>Have you been convicted by the courts of any criminal offence?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Is there any relevant court action pending against you?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Have you ever received a caution, reprimand or final warning from the police?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Spent convictions and the DBS filtering rules

	<b>Conviction when aged over 18</b>	<b>Conviction when aged under 18</b>
Prison sentence for a term exceeding 6 months but less than 2.5 years	<b>10 years</b>	<b>5 years</b>
Prison sentence for a term of 6 months or less	<b>7 years</b>	<b>3.5 years</b>
Fines, probation, compensation, community service, reparation orders	<b>5 years</b>	<b>2.5 years</b>
Absolute discharge	<b>6 months</b>	<b>6 months</b>
Prison sentences of more than two and a half years are never considered spent.		
You are not required to disclose information about a spent caution if you were over 18 years of age at the time of the offence and 11 years have elapsed since the date it was issued, provided it does not appear on the list of "specified offences".		
You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and 2 years have elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".		
The full list of "specified offences" that will always be disclosed can be found at: <a href="https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check">https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check</a> .		

## Section 12: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. Neither referee should be a relative or someone known to you solely as a friend. The Oak-Tree Group reserves the right to take up references from any previous employer. The Oak-Tree Group cannot apply for references from private e-mail addresses. E-mail addresses provided must be school/employer e-mails.

<b><u>Referee 1</u></b> <b>Title:</b> <b>Full Name:</b> <b>Job Title:</b> <b>Organisation:</b> <b>Address:</b>  <b>Telephone Number:</b> <b>E-mail Address:</b>	<b><u>Referee 2</u></b> <b>Title:</b> <b>Full Name:</b> <b>Job Title:</b> <b>Organisation:</b> <b>Address:</b>  <b>Telephone Number:</b> <b>E-mail Address:</b>
<b>May we contact prior to interview?</b>  Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>May we contact prior to interview?</b>  Yes <input type="checkbox"/> No <input type="checkbox"/>

## Section 13: Declaration

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence that could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the Oak-Tree Group processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the Oak-Tree Group making direct contact with the people specified as my referees to verify my work/personal history.

<b>Full Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Applications submitted electronically will need to be signed at the interview stage.**

## Interviewer Notes

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**Section 14: Section 4 & 6 Continued**

Extra writing space if necessary.

Large empty rectangular box for writing.