



## ASSOCIATE STAFF APPLICATION FORM

Please post your completed application and supporting statement to: Mr. Matt Williams, Principal,  
Chelsea Academy, Lots Road, London, SW10 0AB

or submit by email to [recruitment@chelsea-academy.org](mailto:recruitment@chelsea-academy.org)

Please complete this form in full, as CVs are not accepted

TITLE OF POST APPLIED FOR:

CLOSING DATE:

### Part A – 1. APPLICANT'S PERSONAL DETAILS

SURNAME:

TITLE (Mr, Mrs, Ms etc.):

FORENAMES:

PREVIOUS NAME(S) (if applicable):

DATE OF BIRTH:

N.I. NUMBER:

PERMANENT ADDRESS:

TEMPORARY ADDRESS (if different):

WORK TELEPHONE:

HOME TELEPHONE:

MOBILE NUMBER:

EMAIL:

Please answer the following questions:

Are there any restrictions on your being resident or being employed in the UK?

Yes ☐ No ☐

Have you previously sought employment with the Academy?

Yes ☐ No ☐

Are you related to any member of the Academy Staff/Governing Body/student?

Yes ☐ No ☐

If yes, please give details:

Applications will not be acknowledged. We aim to advise non-short listed applicants within a reasonable period after the closing date. Where a large number of applications is received this may not be possible, and if you have not been contacted within 3 weeks of the closing date, please assume that you have been unsuccessful.

## 2. PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer:

Address:

Tel. No.:

Present post:

Date appointed from:

to:

Current/final salary:

Notice required:

Reason for leaving/or why looking to leave:

Brief description of duties and responsibilities:

## 3. PREVIOUS EMPLOYMENT (Please complete each column and explain any breaks in employment. Start with your most recent employment and list in descending date order.)

Name and address of company, organisation or school and Local Authority (if applicable)	Job title and reason for leaving	Salary	Full or part-time?	Dates	
				From	To

4. EDUCATION AND TRAINING			
NAME OF INSTITUTE AND ADDRESS	FROM	TO	EXAMINATIONS PASSED WITH GRADES
Secondary School or College:			GCSE or equivalent:  A Levels or equivalent:
University or College:			Main subject(s):  Degree and date awarded:  Class of degree:  Full time/Part time:
Postgraduate Study:			Qualification:  Date awarded:

5. TRAINING/PROFESSIONAL DEVELOPMENT			
Please give details of any relevant courses, training or qualifications with the place and date completed.			
TITLE	ORGANISING BODY	DATE	NUMBER OF DAYS

6. VOLUNTARY OR UNPAID WORK UNDERTAKEN (if any)
This may not be connected with the post applied for, but may still be relevant.

## 7. PROFESSIONAL REFERENCES

Please give the names of two referees who can vouch for your professional work, one of whom should be your present line manager. Please note that references will be requested prior to interview.

i) Name:

Position:

Address:

Telephone number:

Email address:

Relationship to you:

ii) Name:

Position:

Address:

Telephone number:

Email address:

Relationship to you:

## 8. SUPPORTING STATEMENT

Your application should be supported by a letter of not more than 3 sides of A4 (12pt), addressing the criteria in the person specification for this post.

## 9. WORKING IN A CHURCH OF ENGLAND ACADEMY

We welcome, as teachers and other members of staff, people of all faiths and none. We do, however, ask that all staff should support the values, ethos and philosophy of a Christian school, in the tradition of the Church of England, and we would expect staff to make a positive contribution to the development of that Christian ethos.

Please add a brief statement here in support of your application to this Church of England Academy:

If you are a practising member of a Christian Church, please give details:

Denomination:

Place of Worship and address:

Diocese (if applicable):

**10. ADDITIONAL INFORMATION** This section will be removed prior to shortlisting

Applications from people with disabilities, or those with health problems, who meet the essential criteria are welcome and will be given full consideration. Please let us know in the space below if there any reasonable adjustments that may be necessary for us to make as part of the recruitment process and/or if we were to offer you the role you are applying for

**Criminal history**

The job you have applied for is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, except those which under the DBS filtering rules should no longer be disclosed.

Non-disclosure may lead to termination of Employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended in 2013) which would not be filtered in line with [DBS guidance](#)? Yes ☐ No ☐

**If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”.**

Successful candidates will be required to obtain an enhanced DBS Disclosure.

**Declaration**

I understand that under the terms of the Asylum and Immigration Act 1996 should I be successful for the post for which I am applying, I will provide for the governing body, as employer, an original document\* showing my entitlement to work in this country.

\*Acceptable documents include your National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country.

To the best of my knowledge the information on this form is correct.

I am in possession of certificates, which I claim to hold.

I understand that wilful falsification or omissions may, if I am appointed, result in my dismissal.

I declare that I am not on List 99 or disqualified from working with children.

I consent to the processing of personal data as defined in the Data Protection Act 1998.

Name

Signature

Date

Part B – EQUAL OPPORTUNITIES MONITORING This section will be removed prior to shortlisting	
<p>This Equal Opportunities Monitoring is separated from your application upon receipt and will neither be seen by the selection panel, nor by anybody else outside of the HR team at any time during the recruitment process or your potentially ensuing employment. The information on this form is treated as confidential to Chelsea Academy and is used for monitoring purposes only, to ensure that our recruitment and employment practices are non-discriminatory.</p>	
<p><b>Post applied for:</b></p> <p>Where did you see this post advertised? If seen on internet, please specify website:</p>	
<p><b>Gender</b></p> <p>Please indicate your gender: Male <input type="checkbox"/> Female <input type="checkbox"/></p> <p>Was your gender registered differently at birth or is it possible that it may change in the future?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/></p>	
<p><b>Age</b></p> <p>Please indicate your age: 16 – 25 <input type="checkbox"/> 26 - 35 <input type="checkbox"/> 36 - 45 <input type="checkbox"/></p> <p>46 – 55 <input type="checkbox"/> 56 - 65 <input type="checkbox"/> 65 + <input type="checkbox"/></p>	
<p><b>Sexual Orientation</b></p> <p>Do you consider yourself to be</p> <p>Heterosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay / Lesbian <input type="checkbox"/> Prefer not to say <input type="checkbox"/></p>	
<p><b>Religious Belief</b></p> <p>Which one of the following best described your religious belief?</p> <p>Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christian <input type="checkbox"/> Hinduism <input type="checkbox"/></p> <p>Islam <input type="checkbox"/> Judaism <input type="checkbox"/> Sikhism <input type="checkbox"/> No belief <input type="checkbox"/></p> <p>Prefer not to say <input type="checkbox"/></p> <p>Other <input type="checkbox"/> <i>Please specify</i></p>	
<p><b>Disability</b></p> <p>Do you consider yourself to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/></p>	
<p><b>Ethnic Origin</b></p> <p>Choose one section from A-E and then tick the appropriate box to indicate your cultural background</p>	
<p><b>A White</b></p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> Scottish</p> <p><input type="checkbox"/> Welsh</p> <p><input type="checkbox"/> Other, please write in</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White background, please write in</p> <p><b>B Mixed</b></p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other Mixed background, please write in</p> <p><b>C</b> <input type="checkbox"/> Chinese British, Chinese English, Chinese Scottish, Chinese Welsh</p> <p><input type="checkbox"/> Chinese</p>	<p><b>D Asian</b></p> <p><input type="checkbox"/> Asian British, Asian English, Asian Scottish, or Asian Welsh</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian background, please write in</p> <p><b>E Black</b></p> <p><input type="checkbox"/> Black British, Black English, Black Scottish, or Black Welsh</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background, please write in</p> <p><input type="checkbox"/> Any other background, please write in</p>