**Application for Appointment to a Teaching Post**

*Please complete in* ***Black Ink*** *in Block Capitals*

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| **1.** | | | **Post Information** | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position applied for: | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of School: | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **2.** | | | **Personal Details** | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Title: | | |  | | | | | | | | | | | | First Name(s): | | | | | |  | | | | | | | | | | | Last Name: | | | | | | | | | | | |  | | | |
| Previous Surname(s) – (if applicable): | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Post Code: | | | | | | | | |  | | | | | | | | | | | Tel No: | | | |  | | | | | | | | | | | | | Mobile No: | | | | | |  | | | | |
| Email Address: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| National Insurance No: | | | | | | | | | | | | | | | |  | | | | | | | | | | | | DFE No: | | | | | | | | | |  | | | | | | | | | |
| **3.** | | | **Current Post Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Present Post: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | Present Salary & Pay Spine | | | | | | | | | | | |  | | |
| Present School: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Present Local Authority: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date from: | | | | | | | | | | | | | | | | | |  | | | Date to: | | | | | |  | | | | | | | | | Full or Part Time: | | | | | | | | | | |  |
| No on Roll: | | | | | | | | | | | | | | | | | |  | | | Boys/Girls/Mixed: | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| Subject(s) or Key Stage: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **4.** | | | | **Qualifications (Secondary Education)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dates attended from (mm/yyyy) | | | | | | | To (mm/yyyy) | | | | | | Name of School/College | | | | | | | | | | | | | | | | | | Qualification obtained and Grade/ Level | | | | | | | | | Subject(s) | | | | | | | |
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| **5.** | | | | **Qualifications (Further and Higher Education, including Professional Teacher Training)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dates attended from (mm/yyyy) | | | | | | | To (mm/yyyy) | | | | | | Name of University/College | | | | | | | | | | | | | | | | | | Qualification obtained  (Class & Division if appropriate) | | | | | | | | | Subject(s) | | | | | | | |
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| **6.** | **Teaching Employment History** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | In chronological order please, starting with the earliest. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dates | | | | | | | | | | | | Name of School/ Employer | | | | | | | | | | | | | | | No on Roll (Boys/Girls/Mixed) | | | | | | | | Ages & Subjects | | | | | | | | | | | Reasons for Leaving | |
| From | | | | | To | | | | | | |
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| **7.** | | | | | **Other Employment and/or Voluntary Work** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dates | | | | | | | | | | Employers Name | | | | | | | | | | | | | | | Address | | | | | | | | | | | | | | Job title | | | | | | | Reasons for Leaving | |
| From | | To | | | | | | | |
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| **If there are any gaps in your employment or education history, please explain them below.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **8.** | **Training Courses** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Courses attended other than initial training in the last 3 years, including short courses & seminars. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dates | | | | | | | | | | | | | | Name of Course | | | | | | | | Provider | | | | | | | | Details | | | | | | | | | | | | | | | | | |
| From | | | | | | | | To | | | | | |
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| **9.** | **Personal Statement** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Using the person specification that you have been sent with your application pack, please use examples to demonstrate your suitability for the position you are applying. Please include your reasons for applying for and interest in this position by using no more than two sides of A4 at font size 12. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **10.** | **References** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (N.B. if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Referee No1 (Current Emp) | | | | | | | | | | | | | | | | | | | | | | | | | | Referee No 2 | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | | | | |  | | | | | | | | | | | | | | | Name | | | | | | | | | | | | | | |  | | | | | | |
| Position | | | | | | | | | | |  | | | | | | | | | | | | | | | Position | | | | | | | | | | | | | | |  | | | | | | |
| Address | | | | | | | | | | |  | | | | | | | | | | | | | | | Address | | | | | | | | | | | | | | |  | | | | | | |
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| Tel No | | | | | | | | | | |  | | | | | | | | | | | | | | | Tel No | | | | | | | | | | | | | | |  | | | | | | |
| E-Mail | | | | | | | | | | |  | | | | | | | | | | | | | | | E-Mail | | | | | | | | | | | | | | |  | | | | | | |
| Name of Employer | | | | | | | | | | |  | | | | | | | | | | | | | | | Name of Employer | | | | | | | | | | | | | | |  | | | | | | |
| In what capacity does the referee know you | | | | | | | | | | |  | | | | | | | | | | | | | | | In what capacity does the referee know you | | | | | | | | | | | | | | |  | | | | | | |
| **Please note that, if you are shortlisted, we will contact these referees and we will request references prior to interview. We will seek information about the nature of any live warnings due to disciplinary or capability proceedings and any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. We will also ask your referees if they are aware of any reason why you would be unsuitable to work with children or vulnerable adults.**  **If you have any concerns about this please contact ………… on tel ……….to discuss these issues.**  **Please indicate if your referees can be contacted at this stage:**  **Yes 🞏 No 🞏** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **11.** | **Advertisement** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Where did you see this post advertised? | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **All sections on this page must be completed and signed.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **12.** | | **Criminal Offences** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Safer Recruitment & Employment Policy Statement**  **“The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.”**  Whilst the School supports the rehabilitation of ex-offenders it is committed in the recruitment of all employees to ensure safer recruitment to posts which involve working with children, vulnerable adults and/or to other positions of trust.  Therefore certain posts due to the nature of the work being undertaken are subject to a Disclosure and Barring Service Check (DBS):    If the post is subject to a DBS check this will be stated in the job advertisement; to ensure that you declare relevant information please read the School’s Safeguarding & Safer Recruitment Policy (which is included in the Recruitment Pack).    All candidates who are successful at interview for one of these posts must undertake a DBS check before the appointment can be confirmed.  Please note you will be required to verify your identity by producing original documents at interview. We will process the application and pay the charge to the Disclosure and Barring Service.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.  Applicants should be aware that having a conviction or a record of some type of unacceptable behaviour **would not** necessarily bar you from employment, as any decision to employ will be considered on the individual circumstances of each case. The School will consider **ALL** applications on their merits, only taking into account convictions considered to be relevant to the job applied for. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please repeat Personal details | | | | | | | | | | | | | | | | | | | Title | | | | | | | | | | Full Name | | | | | | | | | | | | | | | | | | |
| Declaration of Criminal Offences | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Have you ever been convicted, or received a caution, warning or final reprimand, for an offence that will not be filtered from the Police National Computer (PNC) by the Disclosure & Barring Service (DBS)? YES / NO**  **If Yes, Please give details:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Offence | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Date | | | | | | | | Outcome | | | | | |
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| Signed | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | Date | | | | | | | |  | | | | | |

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| **13.** | **Canvassing** | | | | | | | | | | |
| Canvassing members of the committee or the Governors of the respective schools, both directly or indirectly, is forbidden and will disqualify applicants.  A candidate for any appointment within the School shall, when making application, disclose whether he or she is related to:   1. a member of the School; 2. a member of the Council; 3. a Senior Officer employed by the Council; 4. a person employed by the Local Authority; 5. a governor of the school.   A candidate who fails to disclose any such relationship shall be disqualified from the appointment and if appointed, shall be liable to dismissal without notice. | | | | | | | | | | | |
| Are you related to any of the people listed? – (please specify) | | | | | | | | | Yes | | No |
|  | |  |
| What is the relationship? | | |  | | | | | | | | |
| **14.** | **Application Validation** | |  | |  | |  | | | | |
| I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information or to omit information could result in the withdrawal of any offer of appointment or my dismissal at any time in the future and possible criminal prosecution. I also agree to obtain an Enhanced Level DBS Disclosure when necessary. | | | | | | | | | | | |
| Signed: | |  | | Name | |  | | Date | |  | |
| **All candidates applying for employment via email accept this electronic copy as their signature and if successful will be required to sign and date the form.** | | | | | | | | | | | |
| **15.** | **Interview** | | | | | | |  | |  | |
| If you do not hear from us within six weeks of the closing date, please assume that your application has not been successful. You will find the closing date in the advertisement. | | | | | | | | | | | |

**MONITORING OF APPOINTMENTS FOR EQUAL OPPORTUNITIES**

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| The School aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.  *Why do I need to complete Equality & Diversity Questions?*  The School has a legal duty to promote equality. This duty applies to everything the School does, both as an employer and a provider of services. In order to help us, please answer the following questions and complete the declaration at the bottom of the end page.  *What happens to the Equality & Diversity information?*  All data, in accordance with the Data Protection Act will be confidentially retained and used only for the purpose of reporting and for the production of statistical reports. The Equality & Diversity data will only be recorded and maintained on the employee’s personal record used for the purpose of statistical reports in relation to equality and performance indicators including recruitment. | | | | | | | | |
| Position applied for: | | | | |  | | | |
| Closing Date: | | | | |  | | | |
| Please repeat your Personal Details | | | | | | | | |
| Title: |  | Full Name: | | | |  | Marital Status: |  |
| Age |  | | | | | | | |
| What is your date of birth? | | | |  | | | | |
| **Race & Ethnicity**  What is your ethnic group? Please tick the relevant ethnic group. If you are in an ‘Any Other Background’ category please state what it is. | | | | | | | | |
| A. White | | | English  Other British  Irish  Any Other White Background\* | | | | | |
| B. Mixed | | | White & Black-Caribbean  White & Black-African  White & Asian  Any Other Mixed Background\* | | | | | |
| C. Asian or Asian-British | | | Indian  Pakistani  Bangladeshi  Chinese  Any Other Asian Background\* | | | | | |
| D. Black or Black-British | | | Caribbean  African  Any Other Black Background\* | | | | | |
| E. Other Ethnic Group | | | Arab  Gypsy/Romany/Irish Traveller  Any Other Ethnic Group\* | | | | | |
| F. Do not wish to declare | | | Do not wish to declare | | | | | |

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| --- | --- |
| **Country of Birth** | |
| What is your country of birth?  England  Wales  Scotland  Northern Ireland  Republic of Ireland  Other (please write in the current name of the country)  Do not wish to declare | |
| **Religion or Belief** | |
| What is your religion or Belief? \***If you have “Any Other Religion or Belief” then please state what it is.**  None  Christian (including Church of England, Catholic, Protestant & all other denominations)  Buddhist  Hindu  Jewish  Muslim  Sikh  Humanist  Atheist  Agnostic  Pagan  Any other religion or belief\*  Do not wish to declare | |
| **Sexual Orientation** | |
| What is your sexual orientation?  Heterosexual  Lesbian or Gay  Bisexual  Asexual  Do not wish to declare | |
| **Disability** | |
| Do you consider yourself to be a disabled person?  Yes  No  Do not wish to declare | |
| If ‘Yes’ please provide details of any adjustments we might need to make in order to fulfil your needs at interview: | |
| **Marriage/Civil Partnership** | |
| Are you currently married?  Yes  No  Or in a civil partnership?  Yes  No  Do not wish to declare | |
| **Gender** | |
| What is your gender?  Male  Female  Do not wish to declare | |
| **Gender Reassignment** | |
| Is your gender identity the same as the gender you were assigned at birth?  Yes  No  Do not wish to declare | |
| **Confirmation of Declaration** | |
| *The details given by me are correct to my knowledge and belief.* | |
| Signature: | Date: |