

CONFIDENTIAL



TEACHER APPLICATION FORM

(Before completing this form please read Notes to Applicants on page 9)

Please return completed applications forms to Miss Sian Buckley to headmasterpa@donhead.org.uk or by post to our school address.

1. PERSONAL DETAILS

Application for the post of:		
Details of present post (or college details if applying as an NQT):		
Current School/College/Business:		
School/College/Company Address:		
Telephone Number:		
Permanent or temporary:	Full Time/ Part Time / Job Share <i>(delete as appropriate)</i>	
Local Authority (if applicable):	Notice required:	
Probationary period/NQT Induction year completed? If so, please give date		
Title:	Christian/First Name:	
Surname:	Known as:	
Any former name(s) (first/surnames):		
Date of Birth: ¹	Religious Denomination / Faith: ²	
Home Address & Post Code:		
If you have lived at the above address for less than 5 years , please list all other addresses you have lived during this period with dates. (Attach an additional sheet if necessary).		
Telephone Numbers		
Home:	Mobile:	Work:

¹ The Governing Body does not discriminate on grounds of age. Date of birth and dates are requested in line with the recommendations of Safeguarding Children: Safer Recruitment and Selection in Education Settings, DfES 1568-2005, July 2005

² The Governing Body may take religious denomination or faith into account for this post in accordance with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination

Email Address:
How do you prefer to be contacted? Email/Telephone
Work permit details and expiry date, if appropriate:

DfES Teacher Reference Number:	Do you hold Qualified Teacher Status (QTS)? YES <input type="checkbox"/> NO <input type="checkbox"/> Date of Qualification as a Teacher:
QTS Certificate No. (if available):	GTCE (or other) Membership Number, if applicable:
Are you subject to any conditions or prohibitions placed on you by the GTCE (or other) in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, please give details here):	
Have you been the subject of capability procedures in the last two years? YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, please give details here):	

2. POST-11 EDUCATION AND TRAINING

Please give information about education received in this country or abroad, academic and vocational qualifications obtained including degrees, with class and division, and Teacher Certificates, in chronological order starting with the most recent. Please include postgraduate and professional qualifications. Please note that you will be required to produce evidence of qualifications attained.

Establishment Attended Full Name & Address	Full or Part Time	Qualifications, Date award made and Awarding Body	Dates Attended Including Month / Year	
			From	To

State subjects in which you are qualified to teach, other subjects for which you may have relevant experience to teach and any other specialism you have which may be relevant to your application. Please also provide details of special areas of teaching interest:

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Type of teacher training: Primary (Nursery, Infant or Junior) Middle Secondary
(PLEASE TICK APPROPRIATE BOXES)

Give further details here if necessary
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Do you have the Catholic Certificate in Religious Studies (CCRS) or equivalent? Yes No

If applicable, where and when did you obtain the CCRS (formerly known as the Catholic Teachers' Certificate and Certificate in Religious Education)?

CCRS Registration Number (if known):

Please provide details of any other specialist Catholic postgraduate qualification (e.g. Certificate in Subject Leadership in Catholic Schools, MA in Catholic School Leadership)

Please list recent courses and professional development in which you have been involved in the past 3 years and which you consider relevant to this post (eg teaching courses, First Aid, ICT etc), stating length of courses.

3. DETAILS OF PRESENT SALARY AND SCALE

Please supply all information requested as appropriate.

Salary Scale (eg Main / Upper / Leadership)

Group of School / Number on roll Spine Point

Additional Allowances (including Inner/Outer/Fringe London) Gross Salary

4. PROFESSIONAL EXPERIENCE

Please give further details of experience in chronological order, starting with the most recent. If you are employed, this should include details of your present post.

(Students seeking a first appointment should give details of teaching practice)

Local Authority or Employer	Name & type of school or institution	a) Age Range Taught b) single sex/mixed	Approx number on roll	Post held and responsibilities	Dates Employed Month / Year		Reason for Leaving
					From	To	

5. PROFESSIONAL BODIES

Please give details of any professional body of which you are a member:

6. DRIVING LICENCE DETAILS

Do you hold a full current UK licence? YES NO
(PLEASE TICK APPROPRIATE BOXES)

7. OTHER EXPERIENCE

Please give details of all other employment and unpaid experience after the age of 16, in chronological order, most recent first (for example family duties, voluntary work etc)

Employment/ Experience	Employer/ Location	Responsibilities	Dates from/to		Reason for leaving
			Month	Year	

If there are any periods of time that have not been accounted for, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16; please ensure there are no gaps in the history of your employment and other experience.

8. INTERESTS / HOBBIES

9. SUPPORTING STATEMENT

Please provide a written statement, no longer than 2 sides of A4, detailing why you believe your personal qualities and experience are relevant to your suitability for the post advertised and how you meet the person specification.

10. ADVERTISEMENT

Please state where (or how) you first learned of this vacancy

11. MEDICAL HISTORY

How many days sickness absence have you had in the last 2 years? (exclude maternity related sickness absence). Please provide any details you feel are relevant on a separate sheet.

12. DISABILITY MONITORING

Definition of disability 'a physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal day to day activities'.

Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware of? YES NO

Please give brief details of your disability and any reasonable adjustments you anticipate we would need to make to your workplace or equipment to undertake the duties outlined in the job description or that you consider necessary to attend interview. *This does not form part of the selection process.*

If you are registered disabled, please state your number

13. SUPERANNUATION SCHEME

Are you a member of the Teachers' Pension Scheme? YES NO

If you contribute to another scheme, please give details

Have you elected to pay superannuation contributions for part-time teaching ie signed a part-time election?

YES NO

14. REFERENCES

Please nominate at least two and up to three referees. If you are in employment, one referee should be your present employer. If you are not currently working with children, one referee should be your most recent school/college employer or teacher training college (if NQT). References will not be accepted from those writing solely in the capacity of friends or from relatives. References will be taken up before interview.

Name:	
Designation:	
Address:	
Telephone:	Email:

Name:	
Designation:	
Address:	
Telephone:	Email:

Name:	
Designation:	
Address:	
Telephone:	Email:

- Notes: (i) We reserve the right to take up references with any previous employer.
(ii) If any of your referees knew you by another name, please write that name(s) in space below.

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Are you (or your spouse/civil partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or existing employees of the Governing Body?

YES NO

If so, please give their name & state relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice:

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15. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

The Governing Body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not disqualified from working with children and/or included on the DfES List 99.

Signature **Date**

16. REHABILITATION OF OFFENDERS ACT 1974

If you have no convictions, simply enter "NIL". If you have been convicted of a criminal offence, the details must be listed on a separate sheet of paper, together with any cautions or bind-overs, pending criminal convictions, any pending criminal actions or court hearings against you and enclosed with this form in a sealed envelope marked 'confidential'. Please see the **Notes for Applicants** for guidance.

Date of conviction / pending hearing	Offence	Sentence

17. CRIMINAL RECORDS BUREAU

In the event of a successful application an Enhanced Disclosure will be sought from the Criminal Records Bureau in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry may be made.

Signature **Date**

18. DATA PROTECTION ACT 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organizations or agencies in accordance with the Data Protection Act 1998.

Signature **Date**

19. DECLARATION

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily. You may also be referred to the Teachers Misconduct Team or the Police, if appropriate.³ (Under the Education Act 2002 the Governing Body has this statutory duty.)

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children.

Signature **Date**

³ The Governing Body has a statutory duty to do so in prescribed circumstances: Education Act 2002

20. ASYLUM AND IMMIGRATION ACT 1996

In accordance with the Asylum and Immigration Act 1996, the Governing Body will require new members of staff to provide a documentary evidence that they are legally entitled to live and work in the United Kingdom. Upon taking a post candidates should provide one of the official documents listed in the **Notes** for Applicants.

NOTES TO APPLICANTS

1. Date of Birth: The Governing Body does not discriminate on grounds of age. Date of birth and dates requested are in line with the recommendations of Safeguarding Children: Safer Recruitment and Selection in Education Settings, DfES 1568-2005, July 2005.
2. The Governing Body complies with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination) Regulations 2003.
3. Before signing this form, please ensure that every section has been completed.
4. The form should be returned as instructed in the details of the post.
5. Applicants should attach a separate statement in support.
6. Applicants will only be acknowledged if a stamped addressed envelope is enclosed.
7. **Rehabilitation of Offenders Act 1974:** You must declare *all* convictions that you have, including motoring offences and all convictions that have become 'spent'.
8. **Asylum and Immigration Act 1996: Upon taking a post, applicants should provide one of the following from the list of official documents:**
 - a. A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents), showing your name and National Insurance number. This could be a P45, a pay slip, a P60, a National Insurance card or a letter issued by one of the Government bodies concerned.
 - b. A passport describing you as a British citizen or as having a right of abode in or an entitlement to readmission to the United Kingdom.
 - c. A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that you have the right of abode in the United Kingdom.
 - d. A certificate of registration or naturalization as a British citizen.
 - e. A birth certificate issued in the United Kingdom or in the Republic of Ireland.
 - f. A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which describes you as a national of that State.
 - g. A passport or other travel document endorsed to show that you are exempt from immigration control, have indefinite leave to enter, or remain in, the United Kingdom or have no time limit on your stay; or a letter issued by the Home Office confirming that you have such status.
 - h. A passport or other travel document endorsed to show that you have current leave to enter or remain in the United Kingdom and are not precluded from taking the employment in question; or a letter issued by the Home Office confirming that this is the case.
 - i. A United Kingdom residence permit issued to you as a national of a State which is a party to the European Economic Area Agreement.
 - j. A passport or other travel document endorsed to show that you have a current right of residence in the United Kingdom as the family member or a named national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom.
 - k. A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that you are a British citizen or have permission to take employment.
 - l. A work permit or other approval to take employment issued by Work Permits (UK) or, in Northern Ireland, by the Training and Employment Agency.
 - m. A passport describing you as a British Dependent Territories citizen and which indicates that the status derives from a connection with Gibraltar.

RECRUITMENT MONITORING INFORMATION

Post title

Last name(s) Christian/First name(s)

Date of birth⁴

Completion of this section will help us fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post.

THE INFORMATION PROVIDED WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND THIS SECTION WILL BE DETACHED FROM YOUR APPLICATION FORM PRIOR TO SHORTLISTING.

The categories below are in line with the Commission for Racial Equality guidance.

1. Ethnic origin

I would describe my ethnic group as:

1. White

- British
English
Scottish
Welsh
Irish
Any other White background
Please specify

4. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

- Bangladeshi
Indian
Pakistani
Any other Asian background
Please specify

2. Black, Black British, Black English, Black Scottish or Black Welsh

- African
Caribbean
Any other Black background
Please specify

5. Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh

- Chinese
Any other Chinese background
Please specify

3. Mixed

- White & Asian
White & Black African
Any other Mixed background
Please specify

6. Other ethnic group

- Other ethnic group
Please specify

2. Gender

- Female
Male

THE INFORMATION CONTAINED ON THIS FORM WILL BE HELD ON A COMPUTER FILE

⁴ The Governing Body does not discriminate on grounds of age

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organizations or agencies in accordance with the Data Protection Act 1998,

Signed

Date