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| Position applied for: |  |
| Date available to take up appointment: |  |

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| This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post.  Please ensure you complete ALL section of the application form. Your application will be treated in the strictest confidence. |

**Part 1: Personal Details**

|  |  |
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| Title: |  |
| First Name: |  |
| Surname: | Previous Surname(s): |
|  |  |
| Address: | Alternative Address: |
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|  |  |
| Postcode: | Postcode: |
|  |  |
| Telephone – Home: | Mobile: |
| Work: | Email: |
| Teacher Reference Number: |  |
| Date of recognition as a teacher: |  |
| Have you completed your NQT induction period? | (YES/No) |
| Number of years actually in teaching: |  |
| Date started teaching: |  |
| Date of Birth: (Optional) |  |
| National Insurance Number: |  |
| (You can obtain this information form the Department for Work and Pensions) | |

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| **Disclosure of relationship** | | |
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| Are you related to any elected member of the Council, a Senior Officer of the Council a member of the School governing Body of member of school staff? | | |
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| (If YES, please provide details? | | |
| **How did you become aware of this vacancy?** | | |
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| Media | Date | Reference |
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**Part 2: Competency**

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| **Training as a Teacher** |  |  |  |  |
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| School Name: |  | From: |  | To: |
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|  |  |  |  |  |
| Degree/Diploma/Title | Subjects | Age Range/Key Stage |  | Other special interests |
| e.g. PGCE | English | 11-18 |  |  |
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| **Education and Training** | |  |  |  |
| Original documentation of qualifications will be required prior to an appointment | | | | |
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| Institution Name: |  | From: |  | To: |
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|  |  |  |  |  |
| Degree/Diploma/Title | Subjects | Hons or Pass Grade |  | Date of Award |
| e.g. BA (Hons) | History | 2:1 |  | August 2006 |
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| Institution Name: |  | From: |  | To: |
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| Degree/Diploma/Title | Subjects | Hons or Pass Grade |  | Date of Award |
| e.g. BA (Hons) | History | 2:1 |  | August 2006 |
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| Institution Name: |  | From: |  | To: |
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| Degree/Diploma/Title | Subjects | Hons or Pass Grade |  | Date of Award |
| e.g. BA (Hons) | History | 2:1 |  | August 2006 |

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| **Secondary Education** | |  |  |  |
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| Institution Name: |  | From: |  | To: |
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| Exam | Date | Result/Grade |  |  |
| e.g. A Level History | August 2005 | B |  |  |
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| Institution Name: |  | From: |  | To: |
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| Exam | Date | Result/Grade |  |  |
| e.g. A Level History | August 2005 | B |  |  |
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| Institution Name: |  | From: |  | To: |
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| Exam | Date | Result/Grade |  |  |
| e.g. A Level History | August 2005 | B |  |  |
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| **In-Service Training and Development** | |  |  |  |
| Please give details of relevant courses and training undertaken in the last five years. | | | | |
| Dates and duration | Title of course/Training incl. Home Study & Distance Learning | Name of Provider e.g. LA, College etc. | Qualification obtained (if any) |  |
| e.g. March 2020 | NPQML | School Ambition | Qualification: NPQ |  |
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| **Employment History** | | |
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| Please give details of all jobs held after the age of 18, including part time or unpaid work, starting with your current or most recent employer. Please explain any gaps.  When giving details of school employment please include the age range, approximate school roll number and the school type i.e. | | |
| Name of Employer: | Job Title Held: | Salary upon leaving (and TLR payments): |
|  |  |  |
|  |  |  |
| Reason for leaving: |  |  |
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| Name of Employer: | Job Title Held: | Salary upon leaving (and TLR payments): |
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| Reason for leaving: |  |  |
|  |  |  |
|  |  |  |
| Name of Employer: | Job Title Held: | Salary upon leaving (and TLR payments): |
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| Reason for leaving: |  |  |
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|  |  |  |
| Name of Employer: | Job Title Held: | Salary upon leaving (and TLR payments): |
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| Reason for leaving: |  |  |
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| **Other Skills and Interests** |
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| Please include languages (spoken/written), computers, etc. Please provide details of any community or voluntary work experience. |
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| **Reason for Application/Personal Statement** | | |
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| In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this post (where set out in the personal specification). Remember to consider experience in previous employment and relevant experience outside of paid work e.g. that gained at home, through the community or through leisure/college activities. (Continue on a separate sheet if necessary giving page number and title heading) | | |
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| **References** | | |
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| Please indicate two people who can provide references – one of whom should be your present/most recent employer. Students should include their University/College tutor. References will be taken up by the school before an offer of employment is made and may be taken up prior to interview.  Where you are currently working in a school/academy one reference should be from your current Headteacher. Where you are not currently working in a school or childcare setting but have done so in the past, one reference should be from your most recent children’s workforce referee.  The school reserves the right to require alternative referees where felt appropriate to fulfil safer recruitment requirements.  Please confirm you are happy for references to be required prior to interview: Yes No  (If NO, please provide details) | | |
|  |  |
| Name: | Name: |
| Address: | Address: |
|  |  |
|  |  |
|  |  |
|  |  |
| Telephone: | Telephone: |
| Email: | Email: |
| Occupation: | Occupation: |
| Agree to contact before interview: | Agree to contact before interview: |
| If no please state reason | If no please state reason |
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| **Teaching Record** |
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| **Have you ever had any issues related to Misconduct/Gross Misconduct/Capability or Competency started against you?** Yes/No |
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| **Has there ever been any type of school internal investigation for your behaviour or conduct at or outside your school?** Yes/No |
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| **Has the School’s Personnel Service or other related agency ever had to be involved in any matters related to you?** Yes/No |
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| If yes, to any of the above questions, please explain: |
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| **Right to Work in the United Kingdom** |
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| All shortlisted candidates will be required to evidence their right to work in the UK at interview stage. |
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| **Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?** |
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| Yes/No (If Yes, please provide details) |
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| **If you are successful in your application, would you require a work permit prior to taking up employment?** |
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| Yes/No |

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| **Criminal Record** |
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| **You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment)(England and Wales) Order 2020.**  Any appointment will therefore be dependent upon the completion of a satisfactory Disclosure and Barring Service (DBS) check.  Please note it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |
| **Have you been convicted at any time of any criminal offence including a minor offence involving motor vehicle/s? – Yes / No** |
| **If YES, please give details:** |

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| **General** |
|  |
| **Health Declaration** |
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| Removed to comply with the 2010 Equality Act. Please note, for jobs involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment. |

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| **Data Protection Statement** |
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| I hereby give my consent for the school or organisation to which this application relates to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, the county council, payroll providers, the DBS, the police and other third parties as defined by the General Data Protection Regulations and Data Protection Act 2018 and related legislation. All information will be dealt with in accordance with data protection legislation. |

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| **Declaration** |
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| By submitting this form, I declare that the information is complete and accurate, and I understand that any offer of employment is subject to satisfactory completion of the applicable pre-employment checks. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. |

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| **The completed application form should be sent electronically to:** |
|  |
| [k.mcgowan@thamesview.kent.sch.uk](mailto:k.mcgowan@thamesview.kent.sch.uk)  or as a hardcopy to:  Human Resources  Thamesview School  Thong Lane  Gravesend  Kent  DA12 4LF |

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| **Signature** |
| Signed: |
| Date: |

**Statement on Online Searching of Shortlisted Candidates**

**Keeping Children Safe in Education (September 2022) paragraph 220 states that:**

*“As part of the shortlisting process, schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.”*

Thamesview School therefore conducts online searches of shortlisted candidates in order to identify candidates who may not be suitable to work alongside children. These searches are only used to check the suitability of shortlisted candidates for working with children and are not used to investigate other areas of a person’s life.

Some of the information we look for during these searches include evidence of offensive or inappropriate behaviour, jokes or language, discriminatory comments, inappropriate photos, drug or alcohol misuse and anything that suggests a candidate may not be suitable to work with children.

Searches are conducted in line with set parameters to ensure there is consistency in the range of what is searched for with each candidate. These searches include:

* A basic Google (or another search engine) search;
* The main social media and video platforms such as Facebook, Twitter, Instagram, TikTok and YouTube;
* A search of professional sites such as Linked In.

The online review is completed by the HR Assistant who does not sit on the selection panel for recruitment and who only feeds in information to the recruiting process any information found in the online review which impacts safeguarding or reputation.

The HR Assistant ensures that no information which can be deemed as irrelevant to the recruiting process such as age, gender or race is passed to the selection panel. Any information deemed to be relevant which is uncovered during the online search process is reviewed and if appropriate then raised with the candidate to allow them to address any concerns the School may have. All data and information is held and treated in line with the School’s Data Protection Policy and all relevant government legislation relating to use of personal data.

If a candidate has any concerns or question regarding the online search process they are asked to please contact the HR Manager or Headteacher.

**Part 3: Equal Opportunities Monitoring**

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| Position applied for: |  |

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| Thamesview School values diversity in its workforce and aims to recruit and value a workforce that reflects the diverse make-up of the community of Kent.  As part of our recruitment process you are required to complete this monitoring form. This page will be detached and will not form part of the selection process. We expect all our employees, and prospective employees, to support our aim to build a diverse and representative workforce.  Please tick one box only, indicating the category that best describes your ethnic origin. |

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| --- | --- | --- | --- | --- | --- |
| **Ethnic Origin** | |  |  |  |  |
|  | | |  |  |  |
| **Ethnic Origin** | Tick | **Gender:** | Tick | **Age Range:** | Tick |
| **White** |  | Male |  | Up to 19 |  |
| British |  | Female |  | 20 – 25 |  |
| Irish |  |  |  | 26 – 35 |  |
| Any other white background  (please specify) |  |  |  | 36 – 45  46 – 55  56 – 65  Over 65 |  |
| **Mixed** |  |  |  |  |  |
| White and Black Caribbean |  |  |  |  |  |
| White and Black African |  |  |  |  |  |
| White and Asian |  |  |  |  |  |
| Any other mixed background  (please specify) |  |  |  |  |  |
| **Asian or Asian British**  Indian  Pakistani  Bangladeshi |  |  |  |  |  |
| Any other Asian background  (please specify) |  |  |  |  |  |
| **Black or Black British**  Caribbean  African |  |  |  |  |  |
| Any other Black background  (please specify) |  |  |  |  |  |
| **Chinese or other Ethnic Group**  Chinese |  |  |  |  |  |
| Any other ethnic background  (please specify) |  |  |  |  |  |

**Protecting your personal information** The information you have provided will be retained and used by Thamesview School only for the purposes of monitoring the composition of the workforce and the fair application of policies and procedures in line with our Equality Policy Statement. **11/04**