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**Employment Application Form: Teaching**

*The Governing Body is committed to safeguarding and promoting the welfare of children*

*and young people and expects all staff and volunteers to share this commitment.*

Please ensure that you complete all sections of **Part 1 and Part 2** of the application.

Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink. **CVs are not accepted.**

|  |  |
| --- | --- |
| Vacancy | Assistant Head (Maternity Cover)  |
| Closing Date | 11th October 2021, 9am  |

**Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING**

1. **Initials**  Click or tap here to enter text.

**Surname/Last name** Click or tap here to enter text.

1. **Current/last employment**

|  |  |
| --- | --- |
| Name of employer |  |
| Address of employer |  |
| Job title |  |
| Salary | £ |
| Date started | DD/MM/YYYY |
| Are you currently still working for this employer? | Yes [ ] No [ ]  |
| If no, date of and reason for leaving |  |
| Date available to begin new job | DD/MM/YYYY |
| Year QTS achieved |  |
| Year NQT induction passed |  |

1. **Full Chronological Employment History**

Please provide a **full history** in date order, **most recent first**, since leaving secondary education, including periods of any post-secondary education/training, any part-time and voluntary work as well as full time employment. Give start and end dates, **explanations for periods not in employment** or education/training, and reasons for leaving employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title | Name and address of employer*or*Explanation of activity | Start date | End date | Reason for leaving |
|  |  | MM/YYYY | MM/YYYY |  |
|  |  | MM/YYYY | MM/YYYY |  |
|  |  | MM/YYYY | MM/YYYY |  |
|  |  | MM/YYYY | MM/YYYY |  |
|  |  | MM/YYYY | MM/YYYY |  |
|  |  | MM/YYYY | MM/YYYY |  |
|  |  | MM/YYYY | MM/YYYY |  |

Please continue on a new page if necessary

1. **Secondary Education & Qualifications, e.g. GCSE**

(Please state grade of qualifications awarded)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/college | From | To | Qualifications gained and grades achieved |
|  | MM/YYYY | MM/YYYY |  |

1. **Further or Higher Education**

(Including recognised qualifications, courses attended or membership of professional organisations which are relevant to the job application)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of FE college or university or awarding body | Start date | End date | Full or Part-time | Qualifications obtained and grades achieved |
|  | MM/YYYY | MM/YYYY |  |  |

1. **Please insert here a supporting statement of up to three sides of A4 paper in response to how you meet the person specification.**

**One side of A4 paper explaining why you have applied for this position and why you want to work Arnhem Wharf Primary School.**

**Part 2.**

**This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes. Further information about the school’s privacy notices including for job applicants can be obtained from the school website.**

**7. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| 1. **Surname or family name**
 |  |
| 1. **All previous surnames**
 |  |
| 1. **All forenames**
 |  |
| 1. **Title**
 |  |
| 1. **Current Address**
 |  |
|  |
|  |
|  |
| 1. **Postcode**
 |  |
| 1. **Resident at this address since**
 |  |
| 1. **Home telephone number**
 |  |
| 1. **Mobile telephone number**
 |  |
| 1. **Date of birth**
 |  |
| 1. **Email address**
 |  |
| 1. **DfE reference number**
 |  |
| 1. **National Insurance Number**
 |  |
| 1. **Do you have a current full driving licence?**
 | **Yes No** |
| 1. **Did you qualify as a teacher after May 1999?**
 | **Yes No** **If Yes, in which school was induction completed?** |
| 1. **Have you ever been subject to a child protection investigation by your employer or any other organisation?**
 | **Yes No****If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview.** |
| 1. **Do you require sponsorship (previously a work permit)?**
 | **Yes No****If YES please provide details under separate cover.** |
| **18. Are you related to or have a close personal relationship with any pupil, employee, or governor?** | **Yes No****If YES give details separately under confidential cover. This will not be opened unless you are called to interview.** |
|  |
| **19. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?**  | **Yes No****If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).** |

**8. EQUALITY AND DIVERSITY MONITORING**

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

**Ethnic Group**

 *Workforce*

*Census Code* *Please tick*

|  |  |  |  |
| --- | --- | --- | --- |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
| WIRI | Irish |  |
| OOTH | Irish Traveller |  |
| OOTH | Gypsy |  |
| WOTH | Other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
| MWBA | White and Black African |  |
| MWAS | White and Asian |  |
| MOTH | Other Mixed background |  |
| Asian or Asian British | AIND | Indian |  |
| APKN | Pakistani |  |
| ABAN | Bangladeshi |  |
| CHNE | Chinese |  |
| AOTH | Other Asian background |  |
| Black or Black British | BCRB | Caribbean |  |
| BAFR | African |  |
| BOTH | Other Black background |  |
| Other ethnic group | OOTH | Arab |  |
|  | *Write in:*  |  |
| Prefer not to say | REFU |  |  |

 **Religion Disability**

 *Please tick* Do you consider that you have a disability?

 *Please tick*

|  |  |
| --- | --- |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion  *write in* |  |
|  |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Yes *Please complete the grid below* |  |
| No |  |
| Prefer not to say |  |
|  |  |
| My disability is: *Please tick* |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/ Difficulty |  |
| Long standing illness |  |
| Other |  |
| Prefer not to say |  |

 **Personal relationship** *Please tick*

 **Sexual Orientation** *Please tick*

|  |  |
| --- | --- |
| Bi-sexual |  |
| Gay |  |
| Lesbian |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

 **Gender** *Please tick*

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

**9. REFEREES**

Give here details of two people who can provide an employment reference. The first referee should normally be your present or most recent employer. If you are not currently working with children, but have previously done so, then please provide a referee from your most recent employment involving children. Referees will be asked about any current disciplinary record, and, if appropriate, any disciplinary record relating to children, which may include matters which are “time expired”, and whether you have been the subject of any child protection concerns. References will not be accepted from relatives or from people writing solely in the capacity of friends.

 **PLEASE BE ADVISED THAT AS PART OF THE SAFER RECRUITMENT PROCESS WE WILL BE TAKING UP REFERENCES IF YOU ARE SHORTLISTED FOR INTERVIEW.**

**First referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

**Second** **referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

**COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND‑OVERS**

**10.** If you are shortlisted you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the job you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

**11. DATA PROTECTION ACT 1998**

The information collected on this form will be used in compliance with the Data Protection Act 1998.  **By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998.** The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form **will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.  When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed.  If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.**

**12. NOTES**

(a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.

 (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

 (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

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**13. DECLARATION**

 I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form

 **Signature of Applicant Date**

 **Print Name**

**Completed application form should be returned to recruitment@arnhemwharf.towerhamlets.sch.uk**

**PRIVATE AND CONFIDENTIAL DISCLOSURE OF CRIMINAL RECORD**

Please read the information below before completing the form. The completed form must be brought

to your interview for the post of *(job)*\_\_\_\_\_\_\_\_\_\_\_\_\_ on (*date*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and given to (*name)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in a sealed envelope.

It is the school’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions **except** those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account . Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website](https://www.gov.uk/search?q=filtering&tab=detailed-results).

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000. The school’s policy on the recruitment of ex-offenders is available [on request] [on the school website].

If you fail to disclose any relevant offences or give false information then it will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate. If you are appointed this form will be retained on your personal file for the duration of employment. If you are not appointed it will be securely destroyed.

**Spent and Unspent Convictions Cautions Warnings and Reprimands except those “protected”**

*Please complete this table entering “none” if applicable*

|  |  |  |  |
| --- | --- | --- | --- |
| Offence  | Date  | Court  | Sentence/Penalty  |
|  |  |  |  |

*Please continue overleaf if necessary*

**Pending Prosecutions**

*Please complete this table entering “none” if applicable*

|  |  |  |
| --- | --- | --- |
| Alleged Offence | Appearance Date  | Court |
|  |  |  |

*Please continue overleaf if necessary*

I certify that I have read and understood this form and to the best of my belief the information I have entered is true and complete. I understand that if I have failed to disclose or given false information then it will disqualify any offer of employment, or result in summary dismissal if I am in post, with possible referral to the police.

Full Name (please use capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_