



Application Form – Teaching Staff

Please complete this form in full and email it to hr@bournside.gloucs.sch.uk. Additional space is provided at the end if required.

Date available from/notice period

How did you become aware of this vacancy?

1. Personal details

Title

First name

Former first name

Surname

Former surname

Address

Telephone number(s)

Email address

National Insurance Number

TRN

Have you completed an induction year as a Newly Qualified Teacher? Yes No

2. Current or most recent employment

Local Authority or employer

School/establishment name

Address

Telephone number

Permanent

Temporary

Acting

Supply

Position

Local Authority start date

Date appointed to school

Age range of school

Subjects taught

Salary/allowance details

Current scale (TLR)

Current salary

(Non-education employment)

Teachers' Pension

Please give details of election to opt out where applicable

3. Previous and other employment

Starting with the most recent first, list all paid employment including voluntary work, periods of unemployment, and time spent out of employment since leaving school, college, or university. You must provide explanations for any periods not in employment, training, or education since leaving secondary education. Teaching practice should only be included where this application is your first teaching job.

Name and address of school, employer, or voluntary agency	FT/PT/Supply/ Fixed Term/ Maternity	School type: Primary/ Secondary/Other	Age range	Position and salary point	From	To	Reason for leaving

Please give details of any gaps in your employment history.

Have you lived or worked overseas at any time? Yes No

If yes, please provide details.

From month/year	To month/year	Country	Position

We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied.

4. Education and qualifications

Please give details of your education and any qualifications obtained, starting with the most recent and including any qualifications you are currently studying for. You will be required to produce original documents, a certified copy, or a letter of confirmation from the awarding authority for all qualifications and accreditations at interview. Qualifications obtained overseas must be supported by NARIC accreditation.

Name of institution	Qualification	Grade	Date awarded

Membership of Professional Bodies relevant to this position:

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5. Relevant skills and experience

For this section, please write a separate letter of application. In no more than 1000 words please outline your suitability for the post, using the person specification and job description as your guide, and include your vision for developing our school to become outstanding.

6. Right to work in the UK

Are you eligible to work in the UK?

Yes

No

Do you need a work permit to work in the UK?

Yes

No

Expiry date of current work permit if applicable

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7. Declaration of interest/code of conduct

Staff must not allow personal and/or private interests to influence their conduct as staff. In particular, all applicants (and existing staff) are required to inform the Governing Body if they have any other current employment and also if they, their partner, or close relatives have an interest in a private enterprise that may represent a conflict of interest. If the Governing Body considers that there is a conflict of interest (as a result of information disclosed) you may not be considered for employment. Non-disclosure of a possible conflict of interest could also result in any employment being terminated.

Important: If you have nothing to declare, please write 'none'

By entering your full name below you accept this is the same as signing a hard copy document.

Signature

Date

8. Criminal convictions

This appointment is exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced Criminal Records Disclosure in accordance with the requirements of the DBS Disclosure with Barred List Check, and the Police Act 1997. You must declare all convictions (including convictions with absolute discharge), cautions or bind-overs you may have, even if they would otherwise be regarded as 'spent' under this act. In the event of employment, failure to disclose a conviction, caution or bind-over could result in dismissal or disciplinary action by the authority and possible referral to the police.

Have you ever been convicted of a criminal offence (including absolute discharge) or been given a caution, reprimand, warning, or bind-over? Yes No

Is the offence 'spent' as defined by the Rehabilitation of Offenders Act 1974? Yes No

Do you have a criminal conviction which is unspent? Yes No

Or pending against you? Yes No

If yes, I will provide the information requested on the Disclosure of Criminal Convictions Form to be sent to me if shortlisted and understand that the provisionally selected candidate for such posts will be required to apply for an enhanced Disclosure and Barring Service with Barred List Check. Any information received will be reviewed using DBS Disclosure with Barred List Check in order to establish whether the information is relevant to the responsibilities of the post.

By entering your full name below you accept this is the same as signing a hard copy document.

Signature

Date

9. References

Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees should ideally be senior people in the organisation. In the case of applicants leaving full time education or not having worked since doing so, the Head of school, college or university should be one of the named referees. We are unable to accept references from friends or family members.

To ensure we process your application in a speedy and efficient way, we prefer to contact your referees by email so please include your referees' professional email address. **It is school policy to take up references before interview.**

Referee 1

Name	
Position	
Relationship to applicant	
Email address	
Telephone number	
Address	
Name by which you were known if different to now	

Referee 2

Name	
Position	
Relationship to applicant	
Email address	
Telephone number	
Address	
Name by which you were known if different to now	

10. Declaration

List 99 Declaration

I certify that I am not disqualified from working with children, or subject to sanctions imposed by a regulatory body. I have no convictions, cautions, or bind-overs or I have attached details of my record in a sealed envelope marked confidential.

By entering your full name below you accept this is the same as signing a hard copy document.

Signature	<input type="text"/>	Date	<input type="text"/>
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Child Protection Policy Declaration

I certify that I have read and understood the school's [Child Protection and Safeguarding Policy](#) which is accessible on the school's website.

By entering your full name below you accept this is the same as signing a hard copy document.

Signature	<input type="text"/>	Date	<input type="text"/>
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11. Data Protection Act 2018 and General Data Protection Regulation (GDPR)

The information you supply on this form will be used to manage and maintain your employment relationship. It may also be used for the wider purpose of providing statistical data to assist with monitoring provision and/or determining areas of need to target future provision. The information will be treated as confidential except where such information has to be disclosed by law to relevant statutory bodies and in circumstances specific to the employment relationship. If you would like more information please contact dataprotection@bournside.gloucs.sch.uk.

12. Notes/additional information