

# Application Form - Teaching

## Your guide to completing the form

### Before you begin:

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively. Applications will only be accepted if this form is completed in full.

Read the advertisement and any additional supporting information provided, including the Job Description and Person Specification. In order to improve your chances of being selected, use specific examples from your experience and relate them to these documents. which lists the tasks you will be expected to carry out and describes how the job fits in with other employees.

### Important notes:

- If you want to **complete the form electronically** and email it to us:
  1. You can type into the form and can return the completed version to us via email.
  2. You will not be able to sign the declarations throughout the application form. By e-mailing the form to us, you declare that the information on this form are true and accurate. Email is taken as substitute for your signature. Please ensure that you type your name on the Data Protection & Applicant Declaration section to state that you are happy with how we process and use your information.
- If you want to **print the form** and send it via post:
  1. Complete the form in black ink and ensure that it is legible.
  2. Do not write outside the lines.
  3. Ensure that you have read and understood the declarations throughout the form, and that you have signed and dated your completed application form before returning it.
- You may find it useful to take a copy of your completed application form for your own personal records.
- You can find a copy of our Safeguarding & Child Protection Policy [here](#), as well as our DBS Policy for employment of ex-offenders on page 7 [here](#).

# Application Form - Teaching

## DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice for job applicants on page 8 of the application form.

## VACANCY INFORMATION

Application for the post of:

Name of school (if applicable):

Where did you first hear about this job?

## DISCLOSURE, BARRING AND RECRUITMENT CHECKS

We are legally obliged to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Primary Advantage privacy notice.

**Do you have a DBS certificate?:** ☐ Yes ☐ No      Date of check:

*Please note that only candidates who are shortlisted will be asked for criminal record information. A separate form will be provided should you be shortlisted for interview.*

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

## TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived or worked outside of the UK in the last 5 years, Primary Advantage and/or the school may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 years?:** ☐ Yes ☐ No

If you've lived and/or worked outside of the UK, Primary Advantage and/or the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

# Application Form - Teaching

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

Have you spent time living and/or working outside of the UK?

☐ Yes

☐ No

If yes, please give details, including countries and relevant dates:

## RIGHT TO WORK IN THE UK

Primary Advantage and/or the school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

Find out more about how Primary Advantage and/or the school recruits teachers from overseas [here](#).

Do you have the right to work in the UK?

☐ Yes

☐ No

If yes, please state on what basis:

☐ UK citizen

☐ EU settled status

☐ Skilled worker visa

☐ Graduate visa

☐ Youth mobility visa

☐ Other – please provide full details in the box below

## SIGN AND DATE

Name (please print):

Sign:

Date:

# Application Form - Teaching

## Personal details

PERSONAL DETAILS	
First name	
Surname	
Preferred title	
Previous surnames	
If you prefer to be called by a name other than the one listed above, please specify	
National Insurance number	

CONTACT DETAILS	
Address	
Postcode	
Home phone	
Mobile phone	
Email address	
Preferred means of contact	

DISABILITY AND ACCESSIBILITY
Primary Advantage and/or the school has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

## Education and qualifications

EDUCATION AND QUALIFICATIONS		
Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications.		
Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades, awarding body and date if award)

# Application Form - Teaching

## Employment history

### CURRENT EMPLOYMENT DETAILS

Job title:	Employers Name:
Employer Address:	
Start date:	End date:
Age range taught:	
Permanent or temporary:	Part-time or full time:
Salary:	Additional allowances:
Description of responsibilities:	

### PREVIOUS EMPLOYMENT

Please provide details of all previous employment since leaving school, including education and voluntary work. List the most recent employment first.

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving

### EMPLOYMENT GAPS

Please provide details of any employment gaps since leaving school and give the reasons for the gap.

Start date	End date	Reason for employment gap

### TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application.

Course dates	Length of course	Course title	Qualification obtained	Course provider

### TEACHER STATUS

Teacher reference number	
Do you have QTS?	
QTS certificate number (where applicable)	
Date of qualification	
Age range you are qualified to teach	
Are you subject to a teacher prohibition order, or an interim prohibition order issued by the secretary of state, as a result of misconduct?	
Are you subject to a General Teaching Council sanction or restriction?	

# Application Form - Teaching

Reasons for applying – Please complete your reasons for applying below or on a different document and attach this to your application.

Please ensure that if you are using a separate document for your supporting statement, you include your name on the page.

Please demonstrate how you meet the **requirements of the person specification**, giving examples, where appropriate. Also include further information about yourself that you feel is relevant. Please ensure you read the guidance notes on the first page before completing this section.

# Application Form - Teaching

## References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your **current** or **most recent** employer. If you've not previously been employed, please provide details of another suitable referee. Primary Advantage and/or the school reserves the right to seek any additional references we deem appropriate. Please let your referees know that you've listed them as a referee and to expect a request for a reference should you shortlisted.

	Name	Relationship to you	Address and postcode	Contact number	Email address	Is this your current employer?
1.						
If your referee knows you by a different name, please state:						
If you don't wish us to contact your referee without your prior agreement, please tick this box: <input type="checkbox"/>						
2.						
If your referee knows you by a different name, please state:						
If you don't wish us to contact your referee without your prior agreement, please tick this box: <input type="checkbox"/>						

## Declaration (to be signed by all applicants)

I have read and understood the information contained in this application form. I declare that all information provided in this application form is true and accurate to the best of my knowledge. I understand that omissions or incorrect statements will disqualify me, or if appointed, I will be liable to be dismissed. This declaration constitutes part of the terms of contract if I am appointed. Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Signed ( <b>see Notes below</b> ):	Date:
Print name:	

Note: If you email this form to us (i.e. you can't sign it), then it is assumed that you declare that the information on this form, and your answers to the section on the Rehabilitation of Offenders ACT 1974, are true and accurate.

# Application Form - Teaching

## DATA PROTECTION & APPLICANT DECLARATION

### Data Protection – Applicant Privacy Notice

The School is a Data Controller and as such has a duty to explain to you what information is collected and why, and who, if anyone, it is shared with under the General Data Protection Regulation 2016. This information is briefly laid out below and is also available in our Staffing Privacy Notices, along with details of our Data Protection Officer.

We collect all the information laid out in this form, in the form of references from current and/or previous employers, information regarding criminal convictions and if shortlisted from the selection process. The information given to us, and collected by us will form part of the contract of employment for successful candidates.

We process this information in order to:

- administer the application, shortlisting and selection process
- assess your suitability to work with children and young people
- inform the development of recruitment and retention policies
- defend legal claims
- fraud detection and prevention
- monitor protected characteristics in order to promote equality at work

No decisions are based on automated decision making.

We process this information about you because the processing is necessary for us to enter into an employment (or other work-related) contract with you. We also need to process this information to ensure that we are complying with our legal obligations under the Employment Act and with the DfE statutory guidance document, Keeping Children Safe in Education, as well as other school specific legislation.

We have a legitimate interest in processing data from job applicants in order to administer the recruitment process, to monitor compliance with our policies, to defend any legal claims and to ensure that the most suitable applicant is appointed to the role, based on an assessment of their likely performance amongst other factors.

We process special category data, such as information about your ethnic origin or health, as part of our equal opportunities monitoring process and in order to meet legal obligations. This information is collected with the express consent of job applicants. Consent may be withdrawn by an applicant at any time.

We may offer to contact unsuccessful applicants within a period of six months following the application if another suitable vacancy arises. Information is only used in this way with the express consent of applicants, which may be withdrawn at any time.

If we wish to process your personal data for a new purpose we will inform you of any additional processing. Information from your application form and from the shortlisting and selection process will be stored in a paper-based file, in electronic records within our HR system and also in other IT systems, including email.

A copy of your application form and all other personal data collected during the recruitment and selection process will be held as follows:

- For successful applicants this will be transferred to a personnel file where it will be held securely. You will be given a workforce privacy notice upon appointment which will explain how we will hold and process your data as an employee.
- For unsuccessful applicants, securely for a period of six months.
- Your information will be shared with school staff with a recruitment responsibility. This will include members of our HR and administrative staff, those responsible for shortlisting and interviewing and managers within the relevant area of work or department. Equality monitoring information is separated from the application form upon receipt and is not shared with those responsible for shortlisting and interviewing.
- We do not share information about job applicants with anyone without consent unless the law and our policies allow us to do so.



# Application Form - Teaching

We will not share your data with third parties unless and until an offer of employment is made to you. At that stage, your data will be shared to fulfil legal requirements, obtain or provide necessary information or because the third party processes data on our behalf. These third parties include:

- The Disclosure and Barring Service in order to undertake a criminal record check
- Suppliers and consultants that provide us with a service, such as occupational health, HR or legal services
- Relevant professional bodies in order to verify your qualifications (such as the Teaching Regulation Agency for teaching posts).

When we appoint third parties to process data on our behalf, the third party is also required to process the data lawfully and fairly and in a manner that ensures appropriate security of the data, using appropriate technical or organisational measures to protect against unauthorised or unlawful processing and accidental loss.

We do not transfer your data to countries outside the European Economic Area.

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our data protection officer (details at the beginning of this document).

You also have the right to:

- restrict processing of your data in certain circumstances;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- object to the processing of your data where we are relying on our legitimate interests as the lawful basis for processing;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of data protection legislation.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything above, please contact the School Office.

## Applicant Declaration

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form are an offence and could result in my application being rejected or summary dismissal and, where relevant, possible referral to the teachers' misconduct team or police if appropriate. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Date:

Signed: \_\_\_\_\_

# Application Form - Teaching

## Monitoring Equal Opportunities

Primary Advantage is committed to being an equal opportunities employer. Primary Advantage does not discriminate on the basis of race, religion or belief, colour, sex or sexual orientation, age, physical or mental disability, marital status, nationality, ethnic or national origin. All matters related to employment are decided on the basis of qualifications, merit and business need.

**The Monitoring information section will be removed prior to shortlisting and will not be used for selection purposes. It will only be used for statistical monitoring purposes to ensure all applicants receive the same consideration and are treated fairly when applying for jobs.**

Please complete the Equal Opportunities Monitoring form to enable us to monitor the effectiveness of our equal opportunities policy in regards to our applicants. If you do not wish to provide some of this information, please tick the 'Do not wish to disclose' boxes as appropriate. Information will be treated in strict confidence and used only for monitoring purposes and will not form any part of the assessment process. Data is collected in accordance with the requirements of the Data Protection Act and the Code of Practice issued by the Chartered Institute of Personnel and Development.

### Personal and post details

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: Male: ☐ Female: ☐ Do not wish to disclose: ☐

Post applied for: \_\_\_\_\_ Vacancy reference number: \_\_\_\_\_

### Transgendered/transsexual

Yes: ☐ No: ☐ Do not wish to disclose: ☐

### Sexual orientation

Heterosexual: ☐ Gay: ☐ Lesbian: ☐ Bisexual: ☐ Do not wish to disclose: ☐

### Marital status

Single: ☐ Civil Partnership: ☐ Widow/Widower: ☐ Separated: ☐  
Married: ☐ Living with Partner: ☐ Divorced: ☐ Do not wish to disclose: ☐

### Disability

The equality Act 2010 defines a disabled person as someone with a 'physical or mental impairment' which has substantial and long term adverse effect to carry out normal day to day activities. This can include cancer or other such long term illnesses. If you consider yourself to have a disability that falls under this definition, please specify it below.

No disability: ☐ Visual: ☐ Long term illness: ☐ Physical co-ordination: ☐  
Speech: ☐ Learning difficulties: ☐ Mobility: ☐ Reduced physical capacity: ☐  
Hearing: ☐ Mental Health: ☐ Physical disability: ☐ Do not wish to disclose: ☐

Other disability, please specify: \_\_\_\_\_

### Religion/belief

Christian: ☐ Muslim: ☐ Secular beliefs: ☐ Orthodox Jewish/Charedi: ☐  
Hindu: ☐ Sikh: ☐ Atheist/no belief: ☐ Other Jewish: ☐  
Buddhist: ☐ Do not wish to disclose: ☐

Other, please specify: \_\_\_\_\_

# Application Form - Teaching

## Caring responsibilities

Do you have any caring responsibilities?

Adults/sick: ☐ Adults/disabled: ☐ Adults/elderly: ☐  
 Children under 16: ☐ Children under 16/sick: ☐ Children under 16/disabled: ☐ Do not wish to disclose: ☐

Other, please specify:

## Ethnic Group

White  
 British: ☐  
 Irish: ☐  
 Traveller of Irish heritage: ☐  
 Gypsy Roma: ☐  
 Turkish/Turkish Cypriot: ☐  
 Kurdish: ☐  
 Greek/Greek Cypriot: ☐  
 Jewish: ☐  
 Orthodox Jewish/Charedi: ☐

Black or Black British  
 Caribbean: ☐  
 African - Somali: ☐  
 African - Congolese: ☐  
 African - Nigerian: ☐  
 African - Ghanaian: ☐  
 Other West African: ☐  
 Any other Black background: ☐  
 Please specify:

British  
 White Eastern European: ☐  
 White other European: ☐  
 Any other White background: ☐  
 Please specify:

Chinese or South East Asian  
 Chinese: ☐  
 Vietnamese: ☐

Asian or Asian British  
 Indian: ☐  
 Pakistani: ☐  
 Bangladeshi: ☐  
 Any other Asian background: ☐  
 Please specify:

Mixed  
 White and Black Caribbean: ☐  
 White and Black African: ☐  
 White and Asian: ☐  
 Any other Mixed background: ☐  
 Please specify:

Any other ethnic group  
 Any other background: ☐  
 Please specify:

Do not wish to disclose: ☐

## Language (please tick)

Language	Fluency (Mother Tongue or qualified fluency etc)			Is this your first Language?
	Mother Tongue <input type="checkbox"/>	Fluency (Qualified) <input type="checkbox"/>	Other <input type="checkbox"/>	
	Mother Tongue <input type="checkbox"/>	Fluency (Qualified) <input type="checkbox"/>	Other <input type="checkbox"/>	
	Mother Tongue <input type="checkbox"/>	Fluency (Qualified) <input type="checkbox"/>	Other <input type="checkbox"/>	