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| **TEACHING POST APPLICATION FORM**  **School:**  **CONFIDENTIAL** |
| Post: |
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| Where did you hear about this post? |

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| **Personal Information:**   |  |  | | --- | --- | | Surname | Mr / Mrs / Miss / Ms / Title: | | Previous Surnames: | First name(s): | | Address: | GTC No: | | National Ins No: | | Telephone No. Home: | | Telephone No. Mobile: | | Post Code: | Email Address: | | Are you eligible to work in the UK? **YES**  **NO** | | | If NO please specify your circumstances: | |   **(All successful applicants will be required to provide proof of eligibility to work in the UK)** |

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| **Education and Training**   |  |  |  | | --- | --- | --- | | **Secondary School / College:** | Dates From | To | |  |  |  |  |  |  |  | | --- | --- | --- | | A Level or Equivalent Subjects Taken: | Year Taken | Grades Attained | |  |  |  |  |  |  |  | | --- | --- | --- | | **University / Higher Education:** | Dates From | To | |  |  |  |  |  |  |  | | --- | --- | --- | | Degree(s) or Equivalent: | Year Taken | Grades Attained | |  |  |  |   **Further postgraduate qualifications (including PGCE, please state which key stage)**   |  |  |  | | --- | --- | --- | | Qualification: | Year Taken | Grades Attained | |  |  |  | |

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| Details of any other specialised training, knowledge or experience not shown above (Including languages, written or spoken). |

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| **Present or Most Recent Employment**   |  |  |  | | --- | --- | --- | | Name of Employer: | Position Held: | | | Address: | Date Appointed: | Date of Leaving: | | Present Salary £ | pa Salary Grade & Point: | | Post Code: | Allowances (inc. London Weighting): | | | Telephone No.: | Period of Notice Required: | | | Reason(s) for Leaving (if applicable): | | | | Brief Description of Duties Undertaken: | | | |

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| **Full Employment History** in chronological order (most recent first). Please include part-time and voluntary work as well as full-time employment. Please include any periods of unemployment or gaps in employment history with explanation. Checks will be conducted to verify previous employment history.   |  |  |  |  | | --- | --- | --- | --- | | **Dates (From    To)** | **Name of Employer** | **Position Held** | **Reason(s) for Leaving** | |  |  |  |  | |

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| **Spare Time Activities, Interests etc.** |

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| **PROFESSIONAL DEVELOPMENT**  Please give details of training courses relevant to this application   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Course Title** | **Provider** | **Duration** | **Dates Attended** | **Awards (if applicable)** | |  |  |  |  |  | |

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| **Supporting Statement**  **On no more than 2 sides of A4 paper, font size 11, briefly state the reasons, with evidence, for which you consider that your experience, qualifications and ability render you suitable for the position for which you have applied. Space to provide this statement is available at the end of the application form.** |

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| **Referees**   * **References will only be sought for those short listed for interview. It is our policy to obtain references prior to interview. If you have any concerns about this please indicate.** * **The first reference MUST be your present or most recent employer or if in full time education from University/College** * **If any of your references relate to your employment at a school or college your referee MUST be the Headteacher or Principal. In the case of Headteacher, or were previously employed as one, then your referee should be the Chair of Governors.** * **If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been subject to child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.** * **If you are not currently working with children but have done so previously the second reference MUST be that employer.** * **Please do not give relatives or people solely in the capacity as friends as referees.** * **Please seek the permission of referees prior to giving their details.** * **Other previous employers may be approached for information, before interview, to verify details on your application form.**   Please give the names and addresses of two persons willing to give you a reference:   |  |  | | --- | --- | | Name: | Name: | | Position: | Position: | | In what capacity do you know the referee? | In what capacity do you know the referee? | | Company: | Company: | | Address: | Address: | | Postcode: | Postcode: | | Telephone No.: | Telephone No.: | | Email Address: | Email Address: | | Fax No. | Fax No. |   If you are known to the referee(s) by any other name please give details: |

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| **Disclosure of Relationship**  Are you related by marriage, blood or as a cohabiter to any member of the Governing Body or employee of the School?  Yes  No  If **YES**, please give name, position and relationship. |

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| **Safer Recruitment**  **This post is exempt from the Rehabilitation of Offenders ACT 1974. All shortlisted candidates will be required to declare ANY convictions, cautions and bind-overs they may have, regardless of how long ago they occurred, including those regarded as ‘spent’. Consequently if you are appointed you will be required to undertake an enhanced DBS check.**  Have you lived or worked abroad within the last five years ? YES  NO  (If so you may be required to obtain a certificate of good conduct from that country/countries) |

**Prohibition from teaching check**

The Trust is required to check whether staff who carry out "teaching work" are prohibited from doing so. The Trust uses the Employer Access Online service to check whether successful applicants are the subject of a prohibition, or interim prohibition, order issued by a professional conduct panel on behalf of the NCTL.

**Please confirm whether you:**

* **have ever been the subject of a sanction, restriction or prohibition issued by the NCTL, or any predecessor or successor body; and**
* **have ever been the subject of any proceedings before a professional conduct panel of the NCTL, or equivalent body in the UK.**

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

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| **SAFEGUARDING STATEMENT**  ***In line with our recruitment policy and for the protection of our students, the successful candidate will be subject to an enhanced DBS disclosure. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be eligible to work in the UK.*** |

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| **Declaration**  *As part of our recruitment process, Girls’ Learning Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.*  *For further information about this and to read our Data Protection and Freedom of Information Policy please visit one of our schools websites:*  *For WHSG* [*http://www.wallingtongirls.sutton.sch.uk/Policies*](http://www.wallingtongirls.sutton.sch.uk/Policies)  *For NHSG* [*http://www.nonsuchschool.org/39/policies*](http://www.nonsuchschool.org/39/policies)  *For CHSG*[*Carshalton High School for Girls - CHSG & GLT Policies*](https://www.chsg.org.uk/page/?title=CHSG+%26amp%3B+GLT+Policies&pid=26)  By signing the declaration at the bottom of this application form, you give permission for your details to be used in this way.  I declare that the information given on this form is correct to the best of my knowledge and belief.  I understand that any false statements on this form will justify dismissal from GLT.  I understand that the school will undertake an enhanced DBS check and rigorous pre-employment checks including medical history, eligibility to work in UK and reference/previous employment history checks.   |  |  |  |  | | --- | --- | --- | --- | | Signature: |  | Date: |  | |

**Name:**

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| **Supporting Statement** |

Supplementary Forms

Equal Opportunities

The Girls’ Learning Trust values diversity and has an Equalities Policy to ensure that all applicants are treated fairly and that they are appointed solely on their suitability for the post irrespective of race, gender, disability, sexuality or age.

The Trust is also committed to ensuring equal access to employment and details and this form will allow us to identify any groups that are under-represented in our workforce. The information you give us here will only be used for the purposes of human resource management.

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| --- | --- | --- | --- |
| Last Name: |  | | |
|  |  | | |
| First Name: |  | Date of Birth: |  |

Ethnic Group

I would describe myself as (please tick one box)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| White |  |  |  | Mixed |  |  |  | Asian or Asian British | |
| British | |  | | --- | |  | |  |  | White & Black Caribbean | |  | | --- | |  | |  |  | Indian | |  | | --- | |  | |
| Irish | |  | | --- | |  | |  |  | White & Black African | |  | | --- | |  | |  |  | Pakistani | |  | | --- | |  | |
| Any Other White Background | |  | | --- | |  | |  |  | White & Asian | |  | | --- | |  | |  |  | Bangladeshi | |  | | --- | |  | |
| Black or Black British | |  |  | Any Other Mixed Background | |  | | --- | |  | |  |  | Any Other Asian Background | |  | | --- | |  | |
| Caribbean | |  | | --- | |  | |  |  | Chinese or Other Ethnic Group | |  |  |  |  |
| African | |  | | --- | |  | |  |  | Chinese | |  | | --- | |  | |  |  |  |  |
| Any Other Black Background | |  | | --- | |  | |  |  | Other | |  | | --- | |  | |  |  |  |  |

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| Gender |  |  |  |  |  |  | Disability |  |  |  |  |  |  |
| Female | |  | | --- | |  | |  | |  | | --- | |  | | Male |  |  | Are you disabled? |  | Yes | |  | | --- | |  | |  | |  | | --- | |  | | No |

If Yes, what access arrangements, adjustments or adaptations would help you to do this job?

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If we ask you to come for interview, are there any access arrangements, adjustments or adaptations you would like us to provide?

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Eligibility to Work

Are you eligible to work in the UK?

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| Yes: | |  | | --- | |  | | No: | |  | | --- | |  | |

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| Please give your National Insurance number: |  |

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

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| Yes: | |  | | --- | |  | | No: | |  | | --- | |  | |

If yes, please attach a copy of your latest work permit. If there are any restrictions on the periods you are permitted to work, please detail these on a separate sheet.

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| Where did you see the advertisement? |  |

Working with Vulnerable People

Jobs involving work with children, older people, those with disabilities, learning difficulties and other vulnerable groups are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you are applying for work in any of these areas, you are required to state whether or not you have any convictions or there are any criminal charges or summonses pending against you. This applies whether or not your conviction is regarded as ‘spent’. You will also be required to undertake a check for convictions by the Disclosure and Barring Service (DBS). A conviction will not necessarily be a bar to employment.

Have you ever been disqualified from working with any vulnerable people, including children?

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| Yes: | |  | | --- | |  | | No: | |  | | --- | |  | | If Yes, please give details on a separate sheet. |

Do you have a conviction or caution or actions pending?

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| Yes: | |  | | --- | |  | | No: | |  | | --- | |  | | If Yes, please give details on a separate sheet. |

If my application is successful I agree to complete an application form for an enhanced DBS check to be carried out.

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| Signed: |  |  | Date: |  |