



TEACHING APPLICATION FORM

Please enter details in **BLOCK** capitals.

APPLICATION FOR THE POST OF

PERSONAL DETAILS

SURNAME			FORENAME(S)		
TITLE			PLEASE PROVIDE DETAILS OF ANY PREVIOUS SURNAMES		
ADDRESS FOR CORRESPONDENCE					
				POSTCODE	
HOME NUMBER			WORK NUMBER		
NATIONAL INSURANCE NUMBER					
EMAIL					

EMPLOYMENT HISTORY

PRESENT OR MOST RECENT EMPLOYMENT

NAME OF EMPLOYER					
ADDRESS OF EMPLOYER					
NATURE OF BUSINESS				DATE OF APPOINTMENT	
JOB TITLE AND SUMMARY OF MAIN DUTIES					
ARE YOU STILL CURRENTLY EMPLOYED BY THIS ORGANISATION?					
REASONS FOR LEAVING			(if applicable)		
GRADE AND DETAILS OF ALLOWANCE			SALARY SCALE AND CURRENT SALARY	NOTICE REQUIRED	

PREVIOUS NON-TEACHING EMPLOYMENT



Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.

EMPLOYER'S NAME AND ADDRESS	FROM	TO	JOB TITLE AND SUMMARY OF MAIN DUTIES	REASONS FOR LEAVING

Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education.

TEACHING EXPERIENCE

DO YOU HOLD QUALIFIED TEACHING STATUS?	YES*/NO	IF *YES, PLEASE GIVE DATE OF AWARD	
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If you are a Early Career Teacher please complete **Section A**, detailing any teaching experience gained through teaching placements.

If you are a Qualified Teacher, please complete **Section B** only.

SECTION A -FOR EARLY CAREER TEACHING STAFF

FROM	TO	SCHOOL NAME	PRIMARY/SECONDARY/SPECIAL	AGE OF CHILDREN TAUGHT

SECTION B -FOR QUALIFIED TEACHING STAFF ONLY

L.E.A	NAME OF SCHOOL OR COLLEGE	TYPE OF SCHOOL/ COLLEGE	NUMBER ON ROLL	STATUS			EXACT DATES OF SERVICE	
				FULL OR PART TIME	QUAL OR UNQUAL	SALARY SCALE	FROM	TO



Are you registered with the TRA?			YES/NO
DFES Reference Number		Date Issued	
Date of Satisfactory Completion of Induction		Name of confirming Authority of Induction period	
Are you subject to any conditions or prohibitions placed on you by the TRA?			YES/NO
If Yes, please give full details			

SUPPORT OF APPLICATION

Please use this space to give any further details of experience that may be relevant to this post. Make sure you read the role profile and person specification and refer to it throughout.

REFERENCES

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the School may take up references from your overseas employers.

If the School feels it is necessary to take up additional references for any reason we will contact you to discuss this before approaching any party for an additional reference.

The School may also telephone your referees in order to verify the reference they have provided.

The School treats all references given or received as confidential which means that you will not usually be provided with a copy.

If you were known to either of your referees by another name please give details:

1 ST REFEREE		2 ND REFEREE	
NAME		NAME	
POSITION		POSITION	
ORGANISATION		ORGANISATION	
ADDRESS		ADDRESS	
TELEPHONE		TELEPHONE	
EMAIL		EMAIL	
In what capacity does the above know you?		In what capacity does the above know you?	
May we contact prior to interview?	YES/NO	May we contact prior to interview?	YES/NO

The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. In order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. Please note that the School may carry out online searches on shortlisted candidates (see the School's Recruitment, Selection and Disclosure policy and procedure for further information).

DETAILS OF ONLINE PROFILE

Keeping Children Safe in Education (KCSIE) states that schools should carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Therefore we would ask you to provide the following information as part of your application:

- the social media platforms on which you have accounts;
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or named on; and
- any other publicly available online information about you of which the School should be made aware.

SOCIAL MEDIA ACCOUNTS		WEBSITE(S)	OTHER ONLINE PUBLICATIONS
PLATFORM	ACCOUNT HANDLE		

If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you. You are not required to provide account passwords or to grant the School access to private social media accounts. If you are not shortlisted for the role, online searches will not be carried out on you.

PROHIBITION FROM TEACHING AND PROHIBITION FROM MANAGEMENT

The School is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:

- planning and preparing lessons and courses for students;
- delivering lessons to students;
- assessing the development, progress and attainment of students; and
- reporting on the development, progress and attainment of students.

The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.

The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:

- Head;
- teaching posts on the senior leadership team;
- teaching posts which carry a departmental head role; and
- support staff posts on the senior leadership team;

The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school.

RECRUITMENT AND USE OF INFORMATION

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's Recruitment, Selection and Disclosure Policy (which includes the School's Policy on the recruitment of ex-offenders) and the School's Child Protection Policy are available for download from the School's website:

<https://www.ags.bucks.sch.uk/about-us/policies/>

Please take the time to read them.

How we use your information

Information on how the School uses personal data is set out in the School's Privacy Notice for Job Applicants, which can be found here: <https://www.ags.bucks.sch.uk/about-us/policies/>

DATA PROTECTION ACT 2018

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome.

Please see our Data Protection Policy which details our records retention for further information on how long we keep your personal data. This too can be found on our website: <https://www.ags.bucks.sch.uk/about-us/policies/>

ADDITIONAL INFORMATION

1	To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you require any documentation supplied by the Home Office or UKVI in order to work in the UK?	YES/NO
2	Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations?	YES/NO
	If so, please give details:	
3	Do you hold a full current driving licence?	YES/NO
4	Are you able to travel to different locations across the County?	YES/NO
5	Have you ever been subject to any disciplinary action by your employer or professional body?	YES/NO
	If so, please give details:	
6	Are you a relative or partner of any employee of this school?	YES/NO
	If yes, please state name of person and relationship:	
7	If you have a disability please let us know of any special arrangements you may need to make if you are short-listed for interview	
	If so, please give details:	
8	Where did you see the advertisement for this post?	

BARRING AND DISCLOSURE SERVICE

Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The Declaration Section below therefore asks you to confirm whether you are barred from working with children.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's Recruitment, Selection and Disclosure policy and procedure.

DECLARATION

- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children
- I confirm that I am not prohibited from carrying out 'teaching work'
- I confirm that I am not prohibited from being involved in the management of an independent school (do not tick this box if the role for which you are applying is not a management role)
- I confirm that I have provided details of all my online profile (including social media accounts under nicknames and/or pseudonyms) and I have not knowingly withheld any information
- I confirm that the information I have given on this application form is true and correct to the best of my knowledge
- I understand that providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence

SIGNED

DATE

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the Declaration.

Please email your completed form to dmiles@ags.bucks.sch.uk or send to Aylesbury Grammar School, Walton Road, AYLESBURY HP21 7RP.

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

RECRUITMENT MONITORING

Aylesbury Grammar School operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The information you give is confidential and is used for monitoring purposes only.

APPLICATION FOR THE POST OF

FULL NAME

DATE OF BIRTH

Gender Male Female Non-binary Other Prefer not to say

If you are currently undergoing the process of gender reassignment, please use the gender you identify with.

Is the gender you identify with the same as your gender registered at birth? Yes No Prefer not to say

Do you consider yourself to have a disability?

If yes, what is the nature of your disability?

RELIGION

These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.

Buddhist	<input type="checkbox"/>
Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
No religion	<input type="checkbox"/>
Other	<input type="checkbox"/>
Not answered	<input type="checkbox"/>

How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.

WHITE:		BLACK OR BLACK BRITISH:		CHINESE OR OTHER ETHNIC GROUP:	
British – English, Scottish or Welsh	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>		
Any other white background	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>		
MIXED RACE:		ASIAN OR ASIAN BRITISH:			
White and Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>		
Any other mixed background	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>		

How would you describe your sexual orientation (please tick)?

Heterosexual	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>
Gay	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>