

**Application Form**

**Raglan Primary School**

Part of Connect Schools Academy Trust (CSAT)

**Teaching Appointments**

|  |
| --- |
| **Post Applied For:** |

|  |  |
| --- | --- |
| **Personal Details** *(BLOCK CAPITALS)* | |
| Surname: | Title (Mr, Mrs, Ms, Miss, Dr/etc |
| First Name/s: | Previous surname if relevant: |
| Preferred Name: | Town or City |
| Address: |  |
|  |  |
| Home Telephone No:­­­­ | Work Telephone No: |
| Mobile No: | Can we contact you at work: YES / NO |
| Email Home: | Email Work |
| Have you lived outside United Kingdom in the last 5 years for more than 6 consecutive months?  Yes / No | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance No |  |  |  |  |  |  |  |  |  |
| Date of Birth |  | | | | | | | | |

Do you require a permit to work in the UK: YES NO

If yes and applicable, when does your permit expire? (month, year):

Are you are recognised by the DfEE as a qualified teacher? YES NO

DfEE No

If period of probation/induction completed, please enter date of completion

When would you be able to take up this appointment?

|  |
| --- |
| **Current or most recent post *(including initial teacher training placement)*** |

|  |  |
| --- | --- |
| Full name and address of current job: |  |
|  |  |
| Post held | Current salary/grade |
| Dates from / to | Full time or Part time |
| Reason for leaving / notice required (if applicable) | |

Duties /Responsibilities: Write a brief description of your present (or most recent) duties/responsibilities.

|  |
| --- |
|  |

|  |
| --- |
| **Previous teaching / employment experience**  ***(Please start with most recent and continue on a separate sheet if necessary)*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of current or most recent employer** | **Post held and salary**  ***(Proof of salary may be required)*** | **From date-**  **To date**  **(mm/yyyy)** | **Post Held and Responsibilities** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Breaks in Employment / Gaps on Form**  *Please account for any break in employment that creates a gap on the application form (e.g. Maternity leave, VSO, travelling, research, career break etc.)* |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education, Academic Qualifications, Training and Membership of Professional Associations**  *Please give details of your education and qualifications obtained. This includes any qualifications, which you are studying now. You will be required to prove you have obtained these qualifications.* | | | |
| Name of school, college, university / professional association | Date From  **(mm/yyyy)** | Date To  **(mm/yyyy)** | Qualifications gained including subjects, grades or results expected, details of awarding body & date of award *(proof will be required)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Training**  *Please give details of any training you have had, which is relevant to this job. Include any on-the-job training as well as formal training courses. There is no need to mention any courses listed in the Education section.* | |
| Title of training programme / course ad brief description | Date started / completed |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Qualification Obtained: |  |
| Main Subjects taught: |  |
| Additional Subjects which you are able to teach: |  |
| Other interests and activities: |  |

|  |
| --- |
| **Your Supporting Statement: Relevant Skills and Experience**  ***Please set out on a separate sheet why you are applying for the post and how you meet the requirements of the person specification*** *e.g. the skills and abilities, experience and knowledge etc needed to do the job.* ***Wherever possible give practical examples from your current or previous employment. Examples may also include any voluntary or social activities if you consider tem relevant to the requirements of the job.*** *The information that you give here will play a crucial part in the decision to shortlist you or not, so please ensure that you demonstrate your ability to meet the selection criteria described in the job description for this post. Please ensure you name, date and number each page.* |

|  |  |
| --- | --- |
| **References**  Please give the names of two people from whom confidential references may be obtained. The first referee must be your current or most recent employer. If you are a college or school leaver, please give details of your Headteacher or Tutor. You should not be related to your referees. The second referee should be either a previous employer or someone with knowledge of your skills and work experience. **ONE REFERENCE MUST COVER THE LAST 3 YEARS.**  Please note that we reserve the right to approach any of your previous employers for a reference.  N.B. It is our policy to send reference requests via email where possible.  **Please note if you are invited to an interview both references will normally be taken before you interview, if you would prefer for this to be done after please tick here** | |
| **Referee 1.**  Dates Covered: | Period Known (years): |
| Title and Name: | |
| Position: | |
| Organisation Name: | |
| Full Address: | |
| Telephone No: | |
| Email address: | |
| What is your relationship to this referee? | |
| **Referee 2.**  Dates Covered: | Period Known (years): |
| Title and Name: | |
| Position: | |
| Organisation Name: | |
| Full Address: | |
| Telephone No: | |
| Email address: | |
| What is your relationship to this referee? | |
| **Disability**  We are working to improve the employment opportunities we offer to people with disabilities. Where a person with a disability applies for this post consideration will be given to restructuring the duties, including reasonable adjustment to the workplace, to meet their needs.  If you are shortlisted for interview we are able to make provision for people with special needs. Such adjustments may include arranging a signer or changing location of the interview if access to an upper floor office is not possible. | |
| Is there any special help which you may require for interview or throughout the application process? | |

|  |
| --- |
| Do you consider yourself to have a disability relevant to the performance of the duties described in the Job Description for the post? |
| If Yes – Are you aware of any equipment or adaptations that will assist you to meet the requirements of the |
| Person Specification, please give details: |

|  |
| --- |
| **Disclosure of relationship** |
| Are you related to or have you a close personal relationship with a Governor or member of the Leadership Team of Raglan Primary School? YES / NO |

|  |  |
| --- | --- |
| **Data Protection** | |
| Under the terms of the Data Protection Act 1998, the information you provided on this form will only be used by Raglan Primary School for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personal management purposes.  For any position that you apply for, if unsuccessful, this information may be retained on file for 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and /or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud, or shared with other bodies administering public funds solely for this purpose. | |
| **To be signed by all applicants** | |
| I confirm that, to the best of my knowledge, the information on this form is true and correct.  I am in possession of the certificated which I claim to hold, and understand that wilful falsification may result in dismissal if I am appointed.  Our pre-employment checks reflect Raglan’s commitment to protecting our children and young people; these will include references, health, right to work in the UK, record check via the Disclosure and Barring Service (DBS) and where applicable, a declaration that neither you nor anyone that lives in the same household as you is a disqualified person under the Childcare (Disqualification) Regulations 2009 – for further details go to <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414345/disqual_stat-guidance_Feb_15__3_.pdf>  I understand that any offer of employment will be subject to satisfactory medical and police checks. | |
| **Signed:** | **Date:** |

|  |
| --- |
| **Medical History**  If you are successful in your application you will be required to complete a medical questionnaire.  New Staff may be required to undergo a medical examination. |

|  |
| --- |
| **REHABILITATION OF OFFENDERS ACT 1974** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** | | |  | | |
| **Post Applied for:** | | |  | **Ref No:** |  |
| **REHABILITATION OF OFFENDERS ACT**  Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are regarded as “spent” under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council. Convictions within the Armed Services, outside the UK or disciplinary action by certain professional bodies must also be included. Any information given will be completely confidential and will be considered only in relation to posts to which the Order applies.  **CRIMINAL CONVICTION**  Do you have any criminal convictions, cautions, reprimands, final warnings, police enquiries or pending prosecutions against you, including any convictions which are regarded as “spent” under the above Act? | | | | | |
| **Yes** |  |  | | | |
| **No** |  |  | | | |
| Do you wish to declare anything in the light of the requirement for a Disclosure and Barring Service (DBS) check?  Yes/No - If yes, please note here:  Signed: Date:  Any details you provide will be treated in the strictest confidence and will not automatically exclude you from being considered for this or any other vacancy. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act. For more information on spent convictions visit <http://publish.lawontheweb.co.uk/rehabact.htm>  If you are invited for interview, you will be asked to provide details of any criminal convictions, cautions, reprimands, final warnings, police enquiries or pending prosecutions (whether spent or not). Once you receive your interview letter, please send details in an envelope with your name and the post for which you are applying on the back of the envelope and mark it “PRIVATE AND CONFIDENTIAL ADDRESSEE ONLY” to the Headteacher of Raglan.  Any issues arising from the information provided will be discussed and explored with you at interview. If you are appointed to the post, a full DBS disclosure will be carried out which will be considered by a Nominated Officer who in turn will recommend whether or not your appointment can proceed. This decision will depend on the nature of the conviction and the post applied for. | | | | | |