

Oxford Diocesan Bucks Schools Trust (ODBST) Application Form – Teaching

PLEASE COMPLETE USING BLACK INK OR TYPE.

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| APPLICATION FOR THE POST OF: | | |  |
| SCHOOL: | | **JOB REF. NUMBER:**      (where available) | |
| SURNAME:  TITLE: | **FORENAME(S):**  Please give details of any previous surnames: | | |
| ADDRESS FOR CORRESPONDENCE:    **POSTCODE:**  E-MAIL ADDRESS: | **TELEPHONE NUMBERS**  **HOME:**  WORK:  **May we contact you at work?**  Yes/No  MOBILE:  **NATIONAL INSURANCE NUMBER**: | | |
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| Employment History | | | |
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| PRESENT OR MOST RECENT EMPLOYMENT | | | |
| Name & address of employer:    Nature of business: | Job title and summary of main duties:    **Are you still** **currently employed by this organisation?** | | |
| Date of appointment:   /  / | **Grade and details of allowance:**  **Salary Scale and Current Salary:**  **Notice required:** | | |
| Reasons for leaving (If applicable): |

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| 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**  **month / year** | **To**  **month / year** | **Job title and summary of main duties** | Reasons for leaving |
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| 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. | | | | |

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| Teaching Experience |
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| Do you hold Qualified Teacher Status? \*Yes/No If yes, please give date of award ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you are a Newly Qualified Teacher please complete Section A, detailing any teaching experience gained through teaching placements. |
| If you are a Qualified Teacher, please complete **Section B** only. |

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| **Section A: For Newly Qualified Teaching staff** | | | | |
| **Dates** | | **School name** | **Primary/Secondary/**  **Special** | **Age of children taught** |
| **From** | **To** |
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| Section B: For Qualified Teaching staff only | | | | | | | | | | | | | |
| **L.E.A** | **Name of School or College** | **Type of school or college** | **Number on roll** | **Position held** | **Status** | | | **Exact dates of service** | | | | | |
| **Full or part time** | **Qual or Unqual** | **Salary scale** | **From:** | | | **To:** | | |
| **D** | **M** | **Y** | **D** | **M** | **Y** |
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| Are you registered with the General Teaching Council? | | \*Yes/No \* please delete | |
| DFES Reference Number:  **Mandatory field/please complete if appropriate** |  | Date Issued:  **Mandatory field/please complete if appropriate** | /  / |
| 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 General Teaching Council? \*Yes/No

If Yes, please give full details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Support of Application |
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| Please attach a letter of application giving any further details of experience that may be relevant to this post. Make sure you read the job description and person specification and refer to it throughout. |

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| Qualifications and Training | | | | | | |
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| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)**  Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary). Evidence of qualifications may be requested. | | | | | | |
| **Examination, course**  **(with dates)** | | **From** | **To** | **Result/qualifications gained** | | |
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| INSERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned. | | | | | | |
| **Course title** | Provider | | | | **Duration** | **Dates** |

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| References | | | | | | |
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| Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. References must cover a 5-year consecutive period. **It is the normal practice for references to be obtained before any formal interview**, although the panel will not see them until a decision has been reached. | | | | | | |
| If you were known to either of your referees by another name, please give details: | | | | | | |
| **1st Referee**. | **If this is your current employer please confirm that we can contact before interview.**  Y / N |  | **2nd Referee**. |  | |  |
| Name: |  |  | Name: |  | |  |
| Position: |  |  | Position: |  | |  |
| Address: |  |  | Address: |  | |  |
| Tel: |  |  | Tel: |  | |  |
| Email: |  |  | Email: |  | |  |
| In what capacity does the above know you? | | | In what capacity does the above know you? | | | |
| Additional Information | | | | | | |
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| 1. To comply with the Asylum and Immigration legislation you will be required to provide proof of your right to work in the UK. Please confirm that you will provide proof as part of any selection process. | | | | | Yes/No | |
| 1. 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?   If so, please give details: | | | | | Yes/No | |
| 1. If you’ve lived or worked outside of the UK in the last 5 years, ODBST 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 | |
| 1. Do you hold a full current driving licence? | | | | | Yes/No | |
| 1. Are you able to travel to different locations across Buckinghamshire and Milton Keynes? | | | | | Yes/No | |
| * 1. Are you a relative or partner of any Trustee, Officer or employee of ODBST and/or school governor? | | | | | Yes/No | |
| If YES, please state name of person and relationship: | | | | |  | |
| * 1. Where did you see the advertisement for this post? Please circle:   TES; BC Job website; MKC Job website; Careers fair; LinkedIn; Other website | | | | |  | |
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| Criminal Information |
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| ODBST aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We abide by the Disclosure & Barring Service Code of Practice; a copy of which is available here: [DBS Code of Practice](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)  **Having a criminal record will not necessarily bar you from employment; this will depend on the relevance, the circumstances and the background of your offence(s).** The post you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974 therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939022/rehabilitation-of-offenders-guidance.pdf) website.  If the post you are applying for brings you into contact with children or young people you will be required to undergo a DBS Standard, Enhanced or Enhanced (including Barred List) Check before taking up your role. Those Checks will include details of convictions, cautions, reprimands and warnings which you may have received, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also (where appropriate) let us know immediately of any changes in your circumstances which will have an impact on your criminal record.  Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fnew-guidance-on-the-rehabilitation-of-offenders-act-1974&data=04%7C01%7Cclaire.arthurton%40buckinghamshire.gov.uk%7C74464b9fea754ba101c508d89058ec7f%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637418058879072752%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=W4UPS67l2Q3bvIK%2BDAwRDGcDMlR5TiUSMKSJqWUW6T8%3D&reserved=0)? **Yes No**  **If you have answered yes:** Please provide details of your criminal record in the space below.  The following declarations are only required if the post you are applying for is deemed to be Regulated Activity for working with children. (If you are in doubt about this requirement, please refer to the job description.)  **Declaration for applicants into Regulated Activity with Children and Young People:**  Have you been barred from working with children by the DBS, the Independent Safeguarding Authority (ISA) or any other organisation? **Yes No**  Failure to disclose any of the above information which is relevant or required could result in disciplinary action (including dismissal).  Signed:       Date: |

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| Declaration | |
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| I agree that any offer of employment with ODBST is subject to satisfactory evidence of the right to work in the UK, satisfactory references and DBS clearance (where appropriate) and other pre-employment vetting checks. In accordance with the Data Protection Act (2018), ODBST will hold and use my personal information about me for personnel reasons and to enable the organisation to keep in touch with me.  This information will be stored in both manual and/or computer form.  I understand that my data will be used in connection with recruitment and may be passed to non-ODBST employees, such as Trustees, School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards.  ODBST is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information may be data matched for these purposes in accordance with provisions made within the Data Protection Act 2018. In submitting this form, I give my authority for the use of my personal data for the purposes outlined above and in ODBST’s Job Applicant Privacy Notice.  I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by ODBST. I give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, right to work in the UK and for the release by other people or organisations of necessary information to verify the content. | |
| **Signed:** | **Date:**      /     / |
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If you are applying for a ***Schools*** position, you should email your application form directly to the School. If you wish to post your application, please send the completed form directly to the school.

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.

Please also read the Job Applicant’s Privacy Notice and complete and return the Recruitment Monitoring information.

*Application form updated December 2020.*