

Application for Employment Teaching Post CONFIDENTIAL

Please complete the form fully, leaving no gaps, before submitting

Post details	
Post applied for	*

Personal details	
Title (Mr, Mrs, etc.)	*
First name	*
Middle name	
Surname (family name)	*
All previous surnames	
National Insurance number	

Address details	
Address	*
Address Line 2	
Town	*
County	
Postcode	*
Home phone	Area code number
Work phone	Area code number
Mobile phone	
Email address	
Preferred contact method	Our preferred contact method would be email.

(form continues below)

Current employment or occupation	
Job Title (or course details if currently a student)	
Name and type of school (or University/ College or employer's name)	
Local authority	
Number of pupils on roll	
Age group taught	
Current salary (if part-time include percentage of full-time)	
Date started (month/ year)	

Previous employment or occupation
<p>Please give a full history, in chronological order, starting with your most recent occupation & ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training please record details providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc). Provide start and end dates for all occupations. If you have further periods please place on a numbered continuation sheet.</p>

Job title or Occupation	Name, local authority and type of school, or employer's name	Number of pupils on roll	Age group taught	Salary	Date started (month/ year)	Date left (month/ year)	Reason for leaving

(form continues below)

Qualifications

Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications) If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section.

Do you have Qualified Teacher Status (QTS)?		YES	NO	DATE
Teacher reference number				
Statutory induction year completed (if qualified after 7 May 1999)?		YES	NO	DATE
Name at time of degree, qualification or PGCE (if different)				
Name of qualification	Subjects and grades or results expected	School/ College/ University attended	Date awarded (month/ year)	

Training

Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the *Relevant Skills and Experience* section.

Name of course	Date completed (month/ year)

(form continues below)

Relevant skills and experience

Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.

Statement to illustrate how your experience meets the threshold criteria of the school - (relevant only if the post for which you are applying sits on the Upper Pay Range).

Please provide evidence of how your experience, skills and abilities demonstrate that you are 'highly competent' and have a 'sustained' impact on teaching and learning across the school.

This field will expand as necessary to contain your details.

Please use this text field to describe your relevant skills and experience...

(form continues below)

Referees			
<p>Confidential References (Please ensure referees know this reference is being requested)</p> <p>Names, addresses and status of two referees (one of whom, if employed, must be your present manager e.g. your Headteacher). References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.</p>			
Referees:	Referee 1	Referee 2	Referee 3
Title			
First name			
Surname (family name)			
Position or relationship to you			
Address			
Postcode			
Telephone (inc. area code)			
Fax number (inc. area code)			
Email address			

(form continues below)

Additional details	
<p>Is anyone in your household or family an employee or governor of Meadowbrook College? *</p> <p>If you have answered "Yes" to the question above, please provide details:</p>	
<p>Would you require sponsorship (previously a work permit) to take up this post?</p>	<p>YES NO</p>
<p>If you answered "Yes" to the question above, please provide details</p>	
<p>When would you be available to start work?</p>	
<p>Where did you see this post advertised? (please tick).</p> <p>Website <input type="checkbox"/></p> <p>Publication <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>Please provide details of where you saw this post</p>	

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975
<p>This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide 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 and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:</p> <p>https://www.gov.uk/government/collections/dbs-filtering-guidance</p>

(form continues below)

Further Information

Meadowbrook College applies the Safer Recruitment in Education standard to all appointments.

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment unless other restrictions are in place through the Children's Barred List, DBS or Teacher Regulation Agency.
- **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.**
- It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.
- A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request.
- Criminal record certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation). The school and Local Authority abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.

Declaration

You cannot sign this form on screen. By submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be

false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signed		Date	
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Privacy notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy.

You can contact the School's Data Protection Officer if you have a concern about the way they collect or use your data.

Equal opportunities

Meadowbrook College is an equal opportunity employer and is committed to promoting equality and social inclusion. We operate a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help us monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.

This information is confidential and does not form part of your application. It will be detached from your application form when it is received, and the information will not be taken into account when making the appointment.

Personal details	
Surname (family name)	
First name	
Date of birth (dd/mm/yyyy)	
Gender	
Ethnicity	
Sexual Orientation	
Do you consider that you have a disability?	
Religion and/or belief	
Are you employed by Meadowbrook College?	
Nationality	

Information for candidates with a disability

Meadowbrook College welcomes applications from all sectors of the community, including candidates with a disability.

Oxfordshire Employment Service (an Oxfordshire County Council Service) provides information, advice and guidance on employment-related issues to applicants with a disability or long term health condition. For more information contact 01865 791606.

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”

You can obtain further advice from the Disability Rights Commission www.drc-gb.org or
Tel: 0845 604 6610

Arrangements if selected for interview

If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview:

- Interview information on audio tape
- Interview information in large print format
- Sign language or other assistance with communication at interview

Other assistance details:

- Induction loop in interview room
- Wheelchair-accessible location for interview
- Car parking space for interview
- Facility for personal carer, assistant or other person to accompany you at interview

Other requirements — please give details:

Arrangements if appointed

Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed.