

**LANCASTER ROYAL GRAMMAR SCHOOL**

**TEACHING APPLICATION**

Lancaster Royal Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**APPLICATION FOR APPOINTMENT AS: DEPUTY HEAD (ACADEMIC)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **PERSONAL DETAILS** | | | | | | |
| Title |  | First Names | |  | | |
| Surname |  | Have you ever used any other names? (If yes please state in full) | |  | | |
| Address (including postcode) |  | Telephone (Home) | |  | | |
| Telephone (Mobile) | |  | | |
| Email (Personal or Work, please specify) |  | National Insurance No. | |  | | |
| DCSF No | |  | | |
| Do you have Qualified Teacher Status? | | Yes |  | | No |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **CURRENT / MOST RECENT POST** | | | | | | | |
| Name & Address of School |  | | | | | | |
| Name of Headteacher |  | | | Number on Roll | | |  |
| Post Held |  | | | | | | |
| Date Started |  | Date left (if applicable) |  | | Salary |  | |

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| 1. **PREVIOUS TEACHING APPOINTMENTS**   Please list all appointments starting with the most recent: | | | | |
| Name & Address of employer | Dates | | Position held and Age range taught | Number on roll |
| From (day/mth/yr) | To (day/mth/yr) |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 1. **EMPLOYMENT OUTSIDE TEACHING**   If you have had breaks in employment since leaving school, please give dates and details of your activities during these times e.g unemployment, raising a family, study etc | | |
| Dates | | Details of appointment / reason for break |
| From (day/mth/Yr) | To (day/mth/Yr) |
|  |  |  |

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| --- | --- | --- | --- |
| 1. **SECONDARY EDUCATION** | | | |
| School | Dates | | Qualifications obtained (including grades) |
| From | To |
|  |  |  |  |

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| --- | --- | --- | --- |
| 1. **FURTHER EDUCATION** | | | |
| College / University | Dates | | Qualifications obtained (including Grades) |
| From | To |
|  |  |  |  |

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| --- | --- | --- | --- |
| 1. **ANY OTHER TRAINING / QUALIFICATIONS NOT COVERED PREVIOUSLY** | | | |
| Organisation | Dates | | Qualification / Training Course |
| From | To |
|  |  |  |  |

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| 1. **REFERENCES**   Please supply the Names and contact details of 3 people, one of which must be your present employer, to whom we can contact for a reference. | | | | | | | |
| **REFEREE 1** | | | | | | | |
| Name |  | Address (including post code) | |  | | | |
| Telephone number |  | Email address | |  | | | |
| Can we contact prior to interview? | | | YES | |  | NO |  |
| **REFEREE 2** | | | | | | | |
| Name |  | Address (including post code) | |  | | | |
| Telephone number |  | Email Address | |  | | | |
| Can we contact prior to interview? | | | Yes | |  | No |  |
| **REFEREE 3** | | | | | | | |
| Name |  | Address (including post code) | |  | | | |
| Telephone number |  | Email Address | |  | | | |
| Can we contact prior to interview? | | | Yes | |  | No |  |

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| --- | --- |
| 1. **DISCLOSURE OF CRIMINAL CONVICTIONS AND REHABILITATION OF OFFENDERS ACT 1974** | |
| The post for which you are applying will involve access to children and will be subject to the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (formerly CRB). You are required to declare any convictions, cautions or reprimands, warnings or bind-overs even if they would otherwise be regarded as spent under the Act. Please tick one of the following statements; | |
| I have nothing to declare |  |
| I have information to declare and I have attached / enclosed |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **DRIVING LICENCE** | | | | | | | | | | |
| Do you hold a valid and current driving licence? | | YES | | |  | | NO | |  | |
| If Yes, what type? | Provisional | |  | Full |  | PCV |  | Other |  | |
| If Other, Please state: | |  | | | | | | | | |
| Do you have any endorsements: | | YES | | |  | | NO | | |  |
| If yes, please give details; | |  | | | | | | | | |

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| 1. **IMMIGRATION, ASYLUM & NATIONALITY ACT 2006** | | | | | |
| Are you eligible to work in the UK? | | YES |  | NO |  |
| Please provide details; |  | | | | |

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| --- | --- | --- | --- | --- |
| 1. **EXISTING CONTACTS WITHIN SCHOOL** | | | | |
| Do you know any existing members of staff or Governors at the school? | YES |  | NO |  |
| If yes, please provide details? | | | | |

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| --- | --- | --- | --- | --- |
| 1. **SPECIAL ADJUSTMENTS** | | | | |
| Are there any adjustments / arrangements that we would need to put in place to help you attend and participate in an interview or to perform this role? | YES |  | NO |  |
| If yes, please provide details; | | | | |

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| --- | --- | --- | --- |
| 1. **DECLARATION** | | | |
| * I confirm that the information I have given on this application form is true and correct to the best of my knowledge * I confirm that I am not named on the Children’s Barred list or otherwise disqualified from working with children * I understand that providing false information is an offence which could result in my application being rejected or lead to the termination of the employment. * I consent to the school processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process. * I authorise the school to make any appropriate checks which may be necessary in relation to the post I have applied for. | | | |
| Signed: |  | Date: |  |

Candidates are expected to write a letter in support of their application and are invited to supply a full Curriculum Vitae.

The letter, Curriculum Vitae and application form can be emailed to [recruitment@lrgs.org.uk](mailto:recruitment@lrgs.org.uk) or posted in an envelope marked PRIVATE AND CONFIDENTIAL to

Mrs K Roberts

Lancaster Royal Grammar School

East Road

Lancaster

LA1 3EF

Applications should arrive no later than 9am on Monday 7th February 2022



**LANCASTER ROYAL GRAMMAR SCHOOL**

**EQUALITY & DIVERSITY MONITORING FORM**

Lancaster Royal Grammar School supports the principle of equal opportunities in employment and wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the workforce in encouraging equality and diversity.

All applicants for jobs must complete this form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the selection panel. Please return this form with your completed application form.

**Where did you find out about the vacancy?**

|  |  |  |  |
| --- | --- | --- | --- |
| School Website |  | TES |  |
| Word of Mouth |  | Government Teaching Vacancies website |  |
| If other, please give details; |  | | |

**Age**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 16-24 |  | 25-29 |  | 30-34 |  | 35-39 |  |
| 40-44 |  | 45-49 |  | 50-54 |  | 55-59 |  |
| 60-64 |  | 65+ |  | Prefer not to say | |  | |

**Sexual orientation**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Heterosexual |  | Bisexual |  | Gay |  | Other |  |
| Prefer not to say |  |  | |  | | | |

**Religion / belief**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No religion / belief | |  | | Buddhist |  | Christian |  |
| Hindu |  | Jewish |  | Muslim |  | Sikh |  |
| Prefer not to say | |  | | If other religion / belief please write in | |  | |

**Gender**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Prefer not to say |  |

**Disability**

Disability is defined by the Disability Discrimination Act as a physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities. The disability could be physical, sensory or mental and must be expected to last 12 months.

Taking the above into account, do you consider yourself to have a disability?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer not to say |  |

**Ethnic origin**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| White British |  | White Irish |  | White Other | |  | | Black or Black British African |
| Black or Black British Caribbean | | Black or Black British Other | | Asian or Asian British Indian | | | | Asian or Asian british Pakistani |
| Asian or Asian British Bangladeshi | |  | | Asian or Asian British other | | | |  |
| Mixed white and Black African | |  | | Mixed white and black Caribbean | | | |  |
| Mixed white and Asian | |  | | Mixed other | | |  | |
| Other ethnic origin Chinese | | | | |  | | | |
| Prefer not to say | |  | | Other ethnic group please write in | | | |  |

Thank you for completing this form.