|  |
| --- |
| **Application number** |

**Cann Bridge School**



Eden Valley Gardens, Estover, Plymouth, PL6 8EE

01752 207909

Headteacher: Shane Baker

**Application for a Teaching Appointment**

|  |  |
| --- | --- |
| Post Title | Deputy Headteacher |
| School/College | Cann Bridge School |

(Please complete in black ink)

**\*\*Important\*\*  
You should read the notes below before completing this form**

**Returning this form:**

This form must reach us by the closing date, late applications cannot be considered**.** Please send it to the Headteacher/Principal at the School/College address specified above.

**Working for Plymouth City Council:**

Some information about terms, conditions and benefits for employees is sent to candidates invited for an interview. If you would like further information at this stage, please contact the School/College.

**Documentary evidence:**

Candidates called for interview will be required to bring the following original documents\* to the interview for verification purposes: i) Birth Certificate and ii) Certificates of academic and professional qualifications (where relevant).

**Warning**,

If you provide false information, this could lead to dismissal. If you do any sort of canvassing, it will lead to you being automatically disqualified.

\*Photostat copy documents will not be accepted.

**1 Professional details**

|  |  |  |
| --- | --- | --- |
| Do you hold Qualified Teacher Status? | Yes ❑ | No ❑ |
| If yes, please give date of award |  | |
| QTS Certificate Number |  |  |
| Have you successfully completed a period of induction as a qualified teacher in this country where the DfES required this | Yes ❑ | No ❑ |
| If yes, please give date of completion |  | |
| GTC Teacher Reference Number (DfES Number) |  | |
| Are you registered with the GTC? | Yes ❑ | No ❑ |
| Are you subject to any conditions or prohibitions placed on you by the GTC? | Yes ❑ | No ❑ |
| If yes, give full details on a separate sheet | | |

**2 Present or most recent post**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Post Title |  | | | | |
| Name of School |  | | | | |
| Address |  | | | | |
| LEA |  | Date From |  | To |  |
| Type of School | ❑ LA | ❑ Foundation | ❑ Independent | ❑ Other | ❑ Aided |
|  | ❑ Single Sex | ❑ Mixed | Total number of pupils of roll | |  |
| Present Spinal Point |  | Salary |  | Pupil Age Range |  |
| Description of role/responsibilities/duties | | | | | |
|  | | | | | |
| Other subjects you can teach | | | | | |
|  | | | | | |

**3 Referees**

Please give present or immediate past Headteacher and at least one referee

|  |  |  |
| --- | --- | --- |
| 1 | Headteacher |  |
| Address |  |
| Telephone number (including STD)  Email Address |  |
| 2 | Name |  |
| Address |  |
| Telephone number (including STD)  Email Address |  |
| 3 | Name |  |
| Address |  |
| Telephone number (including STD)  Email Address |  |

N.B Referees may be contacted for the successful candidate (only) when a provisional offer is made, or at an earlier stage such as long and short listing. This will depend on the governing body policy.

**4 EDUCATION AND PROFESSIONAL QUALIFICATIONS** (checks on qualifications and information will be made)

|  |  |  |
| --- | --- | --- |
| 1 | School/College Attended |  |
| Date from/To |  |
| Qualifications (including A Level grades) |  |
| 2 | Qualifications (eg Cert Ed / BA / BEd): |  |
| Class of Degree |  |
| University/College |  |
| Date awarded |  |
| 3 | Post graduate Qualifications (eg Med PGCE) Subject(s) |  |
| University/College |  |
| Date Awarded |  |
| Subjects |  |
| 4 | Other Qualifications – please specify giving title / awarding body and date: | |
|  | |

**5 PREVIOUS TEACHING EXPERIENCE**

Most recent appointments first. Newly qualified teachers should include periods of school based training.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School/College/LEA** | **Age Range Taught** | **Post Held**  **(please specify)** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |  |

Further appointments / experience may be continued on additional sheets and attached to this document.

1. **GAPS IN EMPLOYMENT**

**Please provide details of any unaccounted periods in your employment history.**

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Reason for gap in employment** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Nature of employment or voluntary work** | **Name and address of employer / voluntary group** | **From** | **To** |
|  |  |  |  |

**7 PROFESSIONAL DEVELOPMENT**

|  |
| --- |
| Please give details of any other relevant, professional, development / training undertaken in the last five years. |
|  |

**8 LETTER OF APPLICATION**

|  |
| --- |
| Please write in support of your application, showing how your experience and qualifications are relevant, and how you would contribute to the post.  If you are a disabled person, and because of your impairment, cannot fulfil certain aspects of the Person Specification, but you feel you can meet the job requirements, in an alternative / adjusted way, you can provide details here.  Please continue on a separate sheet if necessary.  Please ensure you name and other personal details do not appear in this section. |
|  |

**9 OUR GOVERNORS PROMISE TO YOU**

**Fairness**

We will treat your application fairly and honestly, and consider it only in relation to the requirements of the job. We will do this regardless or whether or not you currently work for the Council, *another* employer, *or are* unemployed. *Your application will be processed in strict* confidence.

The City Council encourages governors to use an anonymous process as follows:

**Pages** 1 **to 6** inclusive will be used by the Governors Interview Panel to select candidates for long and short lists of candidates for the interview.

**Page** 7 our commitment to you.

**Page 8** will be used and retained by a person nominated by the governing body.

**Equal Opportunities**

Our aim is to appoint the best person for the job.

**The Whole Community**

We welcome applicants from all sections of the community.

**Disabled Applicants**

We will interview all suitable disabled applicants. Wherever possible and reasonable, we will help a disabled person with the application process. If you consider yourself to be a disabled person and need such help, please contact the school advertising the job, who will put you in contact with the relevant LA officer. Please also see advice on page 5.

**10 PERSONAL DETAILS**

**Data Protection Act**

Information from this application may be processed by computer for purposes registered by the City Council under the data protection legislation. Individuals have the right of access to computerized personal data, concerning them.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Surname: |  | | | |
| 2 | Forenames: |  | | | |
| 3 | Title: |  | | | |
| 4 | Address  Post Code |  | | | |
| 5 | Home/Evening Telephone No: |  | Email Address |  | |
| 6 | Date of Birth: |  | National Insurance Number |  | |
| 7 | Do you need permission to work in the UK? | | | Yes ❑ | No ❑ |
| 8 | Are you able to produce documents if asked for at interview which demonstrate that you are entitled to work in the UK? | | | Yes ❑ | No ❑ |
| 9 | If this post is open to job share, do you want to be considered for this option? | | | Yes ❑ | No ❑ |

**10 REHABILITATION OF OFFENDERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criminal record check**  All candidates are required to complete the questions below in this section. If you have a criminal record, it will not necessarily bar you from working with us. It will depend upon the nature of the position that you are applying for and the circumstances and background of your offences.  As this post requires a Disclosure & Barring Service (DBS) check, you must declare all convictions, cautions, warnings, final reprimands and bind overs on your application form irrespective of whether they have subsequently been spent. For this post, the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001 applies. If successful during the interview process, an enhanced disclosure check will be undertaken.  As this post also involves contact with children and / or vulnerable adults, then as well as including details of spent convictions, you must declare whether or not you have been barred from working with children and / or vulnerable adults and therefore have been placed on the DBS Childrens’ List or the DBS Adults’ List.  The Disclosure & Barring Service code of practice is available on request.  **DBS Certificates (note for successful candidates only)**   1. If you are successful in your application for this role, you will be required to complete a DBS application and you will receive your DBS Certificate direct from the DBS. As employers no longer receive a copy of an applicant’s DBS certificate we are therefore reliant on you providing us with sight of your original DBS certificate. 2. Please ensure that you provide us with your original certificate as soon as you receive it in order to avoid delays in your recruitment process. An unreasonable delay in presenting us with sight of your original DBS Certificate may lead to the offer of employment being withdrawn. | | | | |
| Have you ever received any convictions, cautions, warnings, final reprimands or bind overs? | Yes ❑ | | | No ❑ |
| If yes, please give details | | | | |
| Have you ever been barred from working with children/vulnerable adults or placed on DBS lists | | Yes ❑ | No ❑ | |
| If yes, please give details | | | | |

1. **DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that the information given is true and accept that if I have given false information it may result in my application no longer being considered or my appointment not being confirmed. | | | |
| Signed |  | Date |  |

This form must be returned to the Headteacher/Principal of CANN BRIDGE SCHOOL

**Privacy Notice:**

The information you have provided will be used to assist in assessing your suitability for the post

applied for. The personal information you provide will be held securely.

If this form is completed on behalf of someone else, or personal details / contact data about a third

party are provided, it is your responsibility to make sure you have informed the other person of

what you have told the School/Plymouth City Council.

Retention of all employment application data will be for a 12 month period for the purpose of

investigating complaints about the selection process. At the recruiting manager's discretion, further

consideration of shortlisted applications may take place if the same post becomes vacant within 6

months of the closing date. Retention of data about successful applicants will be in accordance

with the Council’s Retention Schedule.

Contact details for the Council’s Data Controller can be found on the Privacy Notice link below.

This document will be processed in accordance with the Data Protection Act 2018, as outlined in the [Privacy Notice](http://web.plymouth.gov.uk/privacy_notice_hr__schools_and_nurseries__employment_records.pdf).

**Application Number:**

**SCHOOLS MONITORING FORM: PRIVATE**

**AND CONFIDENTIAL**

THIS INFORMATION IS FOR MONITORING PURPOSES ONLY, AND WILL NOT BE CONSIDERED AS PART OF THE SELECTION PROCESS

Plymouth City Council believes in equal opportunities. Part of this involves ensuring that our recruitment and selection practices are fair, equitable and consistent, with the aim of appointing the best person for the job, and fulfilling statutory duties relevant to equality in employment.

To make equal opportunities meaningful, it is essential that the Council monitors the effectiveness of its policy. Please, therefore complete this form. All information will be treated in the strictest confidence, and will not be made available to the selection panel.

Please, therefore complete the following:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Job Applied for: |  | | | | | | | |
| 2 | School/College | Cann Bridge School | | | | | | | |
| 3 | Grade: |  | | 4 Closing Date | | | |  | |
| 5 | Where did you find out about this vacancy? |  | | | | | | | |
| 6 | What is your sex? | Male ❑ | | | | Female ❑ | | | |
| 7 | What is your age? | 17-18 ❑ | 19-50 ❑ | | 51-65 ❑ | | 66-75 ❑ | | 76 + ❑ |

#### Ethnicity

To which of these groups do you consider you belong? (please tick one box only):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **WHITE** |  | **C** | **Asian or Asian British** | |
| British | | Yes ❑ | Bangladeshi | | Yes ❑ |
| Gypsy/Traveller | | Yes ❑ | Indian | | Yes ❑ |
| Irish | | Yes ❑ | Pakistani | | Yes ❑ |
| Any other White Background (please state) | |  | Any other Asian Background (please state) | |  |
| **B** | **MIXED** |  | **D** | **Black or Black British** | |
| White and Black Caribbean | | Yes ❑ | African | |  |
| White and Black African | | Yes ❑ | Caribbean | |  |
| White and Asian | | Yes ❑ | Any other Black Background (please state) | |  |
| Any Other Mixed Background (please state) | |  |  | |  |
| **E** | Chinese or other ethnic group (please state) | |  | | |
| **F** | Any other ethnic group (please state) | |  | | |

**Disability**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you consider yourself to be a disabled person? | Yes ❑ | No ❑ | Prefer not to say ❑ |
| Would you like to let us know more about your disability? (Please write in). | | | |

**Religion**

|  |  |  |  |
| --- | --- | --- | --- |
| How would you describe your faith, belief, religion? (Please tick one box) | | | |
| Buddist | Yes ❑ | Jewish | Yes ❑ |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | Yes ❑ | Muslim | Yes ❑ |
| Hindu | Yes ❑ | Sikh | Yes ❑ |
| Other religion (please state) | Yes ❑ | None | Yes ❑ |
| Prefer not to say | Yes ❑ |  |  |

**Sexual Orientation**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your sexual orientation? (please tick one box)** | | | |
| Bisexual | Yes ❑ | Hetrosexual/straight | Yes ❑ |
| Gay Man | Yes ❑ | Other (including questioning) | Yes ❑ |
| Lesbian/Gay Woman | Yes ❑ | Prefer not to say | Yes ❑ |

**Marital status**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your marital status (please tick one box)** | | | |
| Single | Yes ❑ | Married | Yes ❑ |
| Civil Partnership | Yes ❑ | Living with partner | Yes ❑ |
| Prefer not to say | Yes ❑ |  | |