

Teaching Staff Application

“Completing my NQT year at a school that actively supports and encourages its teachers has been hugely enjoyable. There are numerous people willing to give advice, allow you to observe their lessons and help you become a better teacher. However, personally the students at Bishop Ramsey are the predominant reason why I love this school. They are engaged, inquisitive and want to learn and thrive with challenge and support in a way I never saw during my PGCE.” **(NQT 2019)**

“I love working at Bishop Ramsey, as I find there is a sense of real community here; staff in my department are very supportive and will always work as a team to ensure that everyone is motivated and the workload is shared. The opportunities for CPD have been great and I definitely feel throughout the past couple of years my teaching has improved vastly. I have gained knowledge and being supported by very knowledgeable yet approachable senior leadership. I haven’t ever felt judged and that is why I see myself at Bishop Ramsey for many years to come!” **(Experienced Teacher)**

Bishop Ramsey Church of England School

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CONFIDENTIAL** | | | | | | | | |
| **APPLICATION FOR THE POST OF:** | | | | | | | | |
| Please complete this form electronically and email to [ltreadaway@bishopramsey.school](mailto:ltreadaway@bishopramsey.school) | | | | | | | | |
| Bishop Ramsey CE School is committed to safeguarding and promoting the welfare and safety of children and young people. The successful applicant will be required to undergo an Enhanced DBS check. | | | | | | | | |
| **PART A** | | | | | | | | |
| **1. APPLICANT’S PERSONAL DETAILS** | | | | | | | | |
| **SURNAME:** | | | **FORENAMES:** | | | | | |
| **PREVIOUS SURNAMES (if applicable):** | | | **PREFERRED TITLE:** | | | | | |
| **ADDRESS FOR CORRESPONDENCE:**  **POSTCODE:** | | | | | | | | |
| **HOME TELEPHONE:** | | **MOBILE TELEPHONE:** | | | | | **WORK TELEPHONE (if it is convenient for contacting you):** | |
| **EMAIL ADDRESS:** | | | | | **NATIONAL INSURANCE NUMBER:** | | | |
| **Do you hold Qualified Teacher Status?** | **Yes/No** | | | | | **Date awarded/Certificate No (if available):**  **(Mandatory field/please complete if appropriate)** | |  |
| **DFE Reference Number:**  **Mandatory field/please complete if appropriate)** | | | | | | | | |
| **Date of Satisfactory Completion of NQT Induction:** | | | | **Name of Awarding Body for completion/induction period:** | | | | |
| **Are there any restrictions on your being resident or being employed in the UK?** | | | | | | | | **Yes/No** |
| **Do you require sponsorship (for the purposes of obtaining a work permit)?** | | | | | | | | **Yes/No** |

|  |  |
| --- | --- |
| **2. PRESENT OR MOST RECENT EMPLOYMENT** | |
| **Name and address of employer:**  **If a school, type of school (e.g. Maintained/LA/Academy,**  **Gender and age range):** | |
| **Date of appointment:** | **Job Title:** |
| **Summary of main duties (including subjects and age range taught where applicable):** | |
| **Salary scale and details of any allowances (TLR, London or other):** | **Notice required:** |
| **Total current salary:** | |
| **Are you still currently employed by this organisation?**  **If no, date and reasons for leaving:** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3. PREVIOUS TEACHING EMPLOYMENT**  Please provide a full history of all teaching experience, starting with the most recent, not including present/most recent detailed above. | | | | | | |
| **Name and address of School or College** | **Age range**  **Number on roll** | **Role** | | **Exact dates of service** | | |
| **Job title and summary of main duties including subjects and key stages taught** | **Salary scale & any allowance (e.g. TLR or other)** | **From:** | **To:** | **Reason for leaving:** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3. PREVIOUS TEACHING EMPLOYMENT continued**  Please provide a full history of all teaching experience, starting with the most recent, not including present/most recent detailed above. | | | | | | |
| **Name and address of School or College** | **Age range**  **Number on roll** | **Role** | | **Exact dates of service** | | |
| **Job title and summary of main duties including subjects and key stages taught** | **Salary scale & any allowance (e.g. TLR or other)** | **From:** | **To:** | **Reason for leaving:** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **4. 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** | | **Reason for leaving** |
|  |  | |  |  | |  |
| **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.** | | | | | | |
| **Start date** | | **Finish date** | | | **Reason** | |
|  | |  | | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5. QUALIFICATIONS AND TRAINING** | | | | |
| EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)  Please give details of your education with examination dates, results and qualifications obtained starting with the most recent. Please include any training and membership of professional bodies, relevant to the application. (Continue to a separate sheet if necessary). Evidence of qualifications may be requested. | | | | |
|  | | | | |
| **Dates attended** | | **Name of school/college/University** | **Qualifications obtained and grade/level** | |
| **From (mm/yyyy)** | **To (mm/yyyy)** | **Qualification** | **Grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **TRAINING/ PROFESSIONAL DEVELOPMENT** | | | |
| **Give details of the most recent, relevant courses attended and indicate any awards earned and date of course/award.** | | | |
| **Course title and any award** | **Provider** | **Duration** | **Dates** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **6. LEADING AND TEACHING IN A CHURCH OF ENGLAND SCHOOL** | |
| We welcome, as teachers and other members of staff, people of many faiths and beliefs. We do, however, ask that all staff should support the values, ethos and philosophy of a Christian school, in the tradition of the Church of England. | |
| **Please use this space to indicate how you could contribute to the Christian ethos of Bishop Ramsey.** | |
| **If you are a practising member of a Christian Church, please give details below** | |
| **Denomination** | **Address** |
| **Place of Worship** | **Diocese (if applicable)** |

|  |  |
| --- | --- |
| **7. REFERENCES** | |
| **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. No reference from a church is required.**  **It is the normal practice for references to be obtained before any formal interview.** | |
| **If you were known to either of your referees by another name, please give details:** | |
| **1st Referee**  **Name**  **Position**  **Address** | **2nd Referee**  **Name**  **Position**  **Address** |
| **Telephone number** | **Telephone number** |
| **E-mail address** | **E-mail address** |
| **Relationship to applicant** | **Relationship to applicant** |
| **May we approach this referee before interview?**  **Yes/No** | **May we approach this referee before interview?**  **Yes/No** |
| **If you were called for interview are there any special arrangements you require?** | |

|  |
| --- |
| **8. SUPPORTING STATEMENT** |
| In support of your application, please attach a letter of application, on no more than 2 sides of A4 (Font Arial 11), giving any further details of experience that may be relevant to the post. Please ensure that you read the job description and person specification and refer to it throughout. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PART B** | | | | | |
| **Confidential information** | | | | | |
| **This section of the form will be removed before shortlisting** | | | | | |
| **Gender** |  | | **Date of Birth** |  | |
| **Cultural/ethnic origin:** | | | | | |
| **Ethnicity form:** | | | | | |
| **Please tick the relevant box** | | | | |  |
| WHITE | | British | | |  |
|  | | English | | |  |
|  | | Welsh | | |  |
|  | | Scottish | | |  |
|  | | Irish | | |  |
|  | | Other White background | | |  |
| MIXED | | White and Black Caribbean | | |  |
|  | | White and Black African | | |  |
|  | | White and Asian | | |  |
|  | | Other mixed background | | |  |
| ASIAN or ASIAN BRITISH | | Indian | | |  |
|  | | Pakistani | | |  |
|  | | Bangladeshi | | |  |
|  | | Other Asian background | | |  |
| BLACK or BLACK BRITISH | | Caribbean | | |  |
|  | | African | | |  |
|  | | Other Black background | | |  |
| CHINESE | | Chinese | | |  |
| OTHER ETHNIC GROUP | |  | | |  |
| NOT STATED | |  | | |  |
| **ADDITIONAL INFORMATION** | | | | | |
| **To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you require any documentation supplied by the Home Office or UKBA in order to work in the UK?** | | | **Yes/No** | | |
| **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** | | |
| **Have you ever been subject to any disciplinary action by your employer or professional body?**  **If YES, please give details** | | | **Yes/No** | | |
| **Are you a relative or partner of any employee of Veritas Educational Trust and/or school governor of Bishop Ramsey Church of England School?**  **If YES, Please state name of person and relationship:** | | | **Yes/No** | | |
| **Where did you see the advertisement for this post?** | | |  | | |  |

|  |
| --- |
| **CRIMINAL CONVICTIONS – REHABILITATION OF OFFENDERS ACT 1974** |

|  |  |
| --- | --- |
| **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). Veritas Educational Trust has a Policy on the Recruitment of Ex-Offenders which meets the Disclosure & Barring Service (DBS) Code of Practice and complies with the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. The DBS Code of Practice is available at** [**https://www.gov.uk/government/publications/dbs-code-of-practice**](https://www.gov.uk/government/publications/dbs-code-of-practice)  **If you are applying for work which brings you into contact with children, young people or vulnerable adults or for certain positions within legal and financial fields you may be required to undergo an enhanced DBS criminal record check before taking up your role. This check will include details of convictions, cautions, reprimands and warnings which you may have, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also (where appropriate) let us know of any prosecutions pending against you. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.**  **Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Yes/No**  **The following declarations are only required if you are applying to undertake Regulated Activity with children. If you are in doubt about this requirement, please refer to the role profile.**  **Declaration for applicants into Regulated Activity with Children and Young People:**  **Have you been barred from working with children by the DBS, Independent Safeguarding Authority (ISA) or any other organisation? Yes/No**  **Are you the subject of the Prohibition Order? Yes/No** | |
| **Signed:** | **Date:** |

|  |  |
| --- | --- |
| **DECLARATION** | |
| **I agree that any offer of employment with Veritas Educational Trust is subject to satisfactory evidence of the right to work in the UK, satisfactory references, DBS check and other pre-employment checks. In accordance with the Data Protection Act (2018), Veritas Educational Trust 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-Veritas Educational Trust employees, such as School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention policy.**  **The Veritas Educational Trust is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.**  **For further information, please see our Privacy Policy.**  **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 Veritas Educational Trust.** | |
| **Signed:** | **Date:** |
| **Please note, you will be asked to sign this form if you are invited to an interview** | |