Greig City Academy



Hornsey High Street

London

N8 7NU

Tel: 0208 609 0100

**Teaching Staff Application Form**

The Governing Body is committed to safeguarding and promoting the welfare of children

and young people and expects all staff and volunteers to share this commitment.

|  |
| --- |
| Application form for the post of: |
| Closing date: |
| Name: |

Please read carefully all instructions before completing this form. Please use BLACK ink, black ballpoint pen or typescript since it will be necessary to photocopy your application. Please complete in full. Do not submit a C.V. as an alternative to any part of the form, but you may attach a C.V. as supplementary information.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Surname (Block Capitals) | | Mr/Mrs/Ms/Miss | | | | |
|  | Other Names | |  | | | | |
|  |  | |  | | | | |
| 2. | Home Address in full (Block Capitals) | |  | | | | |
|  | Address for correspondence if different from above | |  | | | | |
|  | Home telephone number | |  | | Mobile number | |  |
|  | Work telephone number | |  | | Work fax number | |  |
|  | Email address | |  | | | | |
|  |  | |  | | | | |
| 3. | National Insurance Number | |  | DfE reference number | | |  |
|  |  | |  |  | | |  |
| 4. | Date of recognition as a qualified teacher by the DfE | |  | Nationality | | |  |
|  |  | |  |  | | |  |
| 5.. | If appointed when would you be available to take up the post? | |  | Do you require a  work permit? | | | YES/NO |
|  |  | |  | | | | |
| 6. | Are you subject to any conditions relating to your employment in this country? If yes please give details. | | YES/NO | | | | |
|  |  | |  | | | | |
| 7. | Please give dates on which you will NOT be available for interview. | |  | | | | |
|  |  |  |  | | |  | |
| 8. | Please give details of any superannuation schemes to which you belong. | |  | | | | |
|  |  | |  | | | | |
| 9. | How did you hear of this job?  If in an advertisement please state the publication in which you saw it. | |  | | | | |

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| --- | --- | --- |
| 10. | Are there any special arrangements which we can make for you if you are called for an interview? | No / Yes (please specify): |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 11. | **EDUCATION/QUALIFICATIONS** (Where applicable please include details of examinations which have been or are about to be taken but results of which are not yet available). | | | | | | | | | | | | | | | | |
| SECONDARY/FURTHER EDUCATION | | | | | | | | | | | | | | | | | |
| Name of school/college | | Subject | | | | Qualifications | | | | | Grade | | | | Date | | |
|  | |  | | | |  | | | | |  | | | |  | | |
| HIGHER EDUCATION/TEACHING QUALIFICATIONS | | | | | | | | | | | | | | | | | |
| Name and address of college/university | | Subject | | | | Qualification | | | | | Grade | | | | Date | | |
|  | |  | | | |  | | | | |  | | | |  | | |
| OTHER QUALIFICATIONS RELATED TO CURRENT OR PREVIOUS EMPLOYMENT | | | | | | | | | | | | | | | | | |
| Name of professional body | | | | Membership grade | | | | | Was membership gained by examination? | | | | | Date | | | |
|  | | | |  | | | | |  | | | | |  | | | |
| IN SERVICE TRAINING ATTENDED IN THE LAST 3 YEARS | | | | | | | | | | | | | | | | | |
| Long Courses (length/full or part-time) | | | | Provider | | | | | Qualifications (if applicable) | | | | | Dates | | | |
|  | | | |  | | | | |  | | | | |  | | | |
| Short Courses (length/full or part-time) | | | | Provider | | | | | Qualifications (if applicable) | | | | | Dates | | | |
|  | | | |  | | | | |  | | | | |  | | | |
| PERIODS OF UNRENUMERATED ACTIVITY | | | | | | | | | | | | | | | | | |
| Activity | | | |  | | | | |  | | | | | Date | | | |
|  | | | |  | | | | |  | | | | |  | | | |
| 12. | **EMPLOYMENT HISTORY** Please provide a full history in chronological order since leaving secondary education excluding any post-secondary education or training, which should be included in section 11. Include any part time and voluntary work as well as full time employment and explain any periods not in employment or education. | | | | | | | | | | | | | | | | |
| Name and address of present (or most recent employer) and nature of post. Please state name of school/college if applicable | | | Position held | | Full/  Part  Time | | From/  To | Type of school/  No. on roll | | Age  range  taught | | Point for experience and quals/ UPS/Heads and deputy scale | Salary details  Additional points for responsibility allowance etc. | | | | Further allowances (e.g. Inner London) |
|  | | |  | |  | |  |  | |  | |  |  | | | |  |
|  | | | | | | | | | | | | | | | | | |
| Names and addresses of previous employers (starting with the most recent). Please state name of school/college if applicable | | | Position held | | Full/  Part  Time | | From/  To | Type of  School/  No. on roll | | Age  range  taught | | Salary (Including allowances) | | | | Reason for leaving | |
|  | | |  | |  | |  |  | |  | |  | | | |  | |
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Please insert a continuation sheet if necessary

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| 13. | OUTSIDE INTERESTS AND ACTIVITIES | | |
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| If you are a member of a Christian Church please answer the following questions. | | | |
| 14. | Please state the denomination name and address of the Church of which you are a regular member. | | |
|  |  | | |
| 15. | Please give the name of your Parish Priest or Minister from whom a reference may be sought. | | |
|  |  | | |
| 16. | Have you any special qualifications for teaching in Church of England School? | | |
|  |  | | |
| 17. | **REFEREES** Please give the names of two people to whom reference can be made. One referee should normally be your current Headteacher. Relatives may not be given as referees. | | |
| Referee 1 | | Referee 2 | |
| Name | | Name | |
| Occupation/Status | | Occupation/Status | |
| Address | | Address | |
| Email: | | Email: | |
| Tel No. | | Tel No. | |
| Fax No. | | Fax No. | |
| 18. | SUPPORTING STATEMENT Please attach a statement in support of your application. This is an opportunity to give additional information about yourself. This should include details of why you are applying for this post, and the experience and expertise you offer. Your statement should be no longer than three A4 sides and should also take account of the ‘Person Specification’, as this will be used throughout the selection process. | | |
|  |  | | |
| 19. | Providing any misleading or false information to support your application or canvassing City Academy Governors directly or indirectly for an appointment will disqualify you from appointment or if appointed will render you liable to dismissal without notice. | | |
| 20. | DECLARATION I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph and I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 1984. I also understand that appointment to this post is subject to the ‘Rehabilitation of Offenders Act’ 1974 (Exceptions) (Amendment) Order 1986 requiring applicants for employment who will have access to child and young people to disclose all their previous criminal convictions, including ‘spent’ convictions, bind over orders and cautions. | | |
| Signature of applicant | | | Date |
|  | | |  |

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# CONFIDENTIAL – EQUALITY AND DIVERSITY MONITORING INFORMATION

This section will be separated from your application. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ethnicity:** Please tick the **one** box which best describes your ethnicity | | | | | | |
| **White** | British |  |  | **Black/Black British** | Angolan |  |
| Irish |  |  | Congolese |  |
| Albanian |  |  | Ghanaian |  |
| Kosovan |  |  | Nigerian |  |
| Turkish |  |  | Somali |  |
| Turkish-Cypriot |  |  | Other African |  |
| Greek |  |  | Caribbean |  |
| Greek-Cypriot |  |  | Any other Black background  (please specify below) |  |
| Traveller of Irish Heritage |  |  |
| Gypsy/Roma |  |  |  | |
| Other White  (please specify below) |  |  | **Other** | Arabic |  |
|  |  | Chinese |  |
|  | |  |  | Kurdish |  |
| **Mixed** | White & Asian |  |  |  | Latin American |  |
| White & Black African |  |  |  | Vietnamese |  |
| White and Black Caribbean |  |  |  | Any other ethnic group  (please specify below) |  |
| Any other mixed background  (please specify below) |  |  |  |
|  |  | |
|  |
|  | |  |
| **Asian/Asian British** | Indian |  |  |
| Pakistani |  |
| Bangladeshi |  |
| Any other Asian background  (please specify below) |  |
|  | |
| Prefer not to say |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Disability:** Do you consider that you have a disability? | |  | **Sex** | *Please tick* |
|  | *Please tick* |  | Female |  |
| Yes *Please complete the grid below* |  |  | Male |  |
| No |  |  | Prefer not to say |  |
| Prefer not to say |  |
| My disability is: | *Please tick* |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/ Difficulty |  |
| Long standing illness |  |
| Other |  |
| Prefer not to say |  |

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**Greig City Academy**



**Disclosure of Criminal Convictions**

**(Spent and Unspent)**

**Disclosure Form**

**Please read carefully the accompanying notes and then enter any convictions, cautions, warnings, reprimands or bindovers below.**

Please enter NONE if applicable.

|  |  |  |
| --- | --- | --- |
| Offence | Date of conviction/caution | Sentence |

**Please list below details of any pending prosecutions.**

Please enter NONE if applicable.

|  |  |  |
| --- | --- | --- |
| Court to which summoned | Appearance date | Alleged offence |

**I certify that:**

**i) I have read and understood the attached guidance notes;**

**ii) to the best of my belief, the information I have entered is true and I understand that any false information or failure to disclose criminal convictions will result, in the event of employment, in a disciplinary investigation by Greig City Academy, and is likely to result in the withdrawal of the offer of employment or dismissal. You may, if you wish, put this page of the application form in a separate envelope which will not be opened until the final stages of the decision regarding the appointment to the post.**

**Name (please use CAPITALS):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Post applied for:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Greig City Academy**



**Disclosure of Criminal Convictions**

**(Spent and Unspent)**

**Guidance Notes**

1. It is the Academy’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions. In addition you are required to disclose any cautions which have not expired or any pending prosecutions.
2. In addition, as the post for which you are applying is one that will give you substantial unsupervised access to children and young people it is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Orders from time to time enacted and in force. You are therefore required to disclose ‘spent’ as well as ‘unspent’ criminal convictions, cautions, warnings, reprimands and bindovers and any pending prosecutions against you.
3. The information you provide (by completing the attached form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.
4. Disclosure of a conviction, caution or pending prosecution does not necessarily mean that you will not be appointed; a person’s suitability will be looked at as a whole in the light of all the information available. A main consideration will be whether the offence is one which would make the person unsuitable to work in the capacity of the post applied for.
5. A conviction includes:
   1. a sentence of imprisonment, youth custody or in a young offenders institution;
   2. an absolute discharge, conditional discharge, bind over;
   3. a fit person order, a supervision or care order, a probation order or community punishment order or an approved school order arising from a criminal conviction;
   4. simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces;
   5. detention by direction of the Home Secretary;
   6. remand centres, secure training centres or in secure accommodation;
   7. a suspended sentence;
   8. a fine or any sentence not mentioned above.