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| **PARMITER’S SCHOOL**  **Application Form for Teaching Posts** |

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| **Post Applied for:** |  |

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| **Personal Details** | | | |
| **Surname/Family Name:** |  | **Preferred Title:** |  |
| **First Name(s):** |  | **Previous Surname:** |  |
| **Home Address:** |  | **Present Address (if different):** |  |
| **Post Code:** |  | **Post Code:** |  |
| **Telephone (Home):** |  | **Telephone (Work):** |  |
| **Telephone (Mobile):** |  | **Email:** |  |
| **National Insurance number:** |  |  |  |
| **Teacher reference**  **number:** |  | **QTS Date:** |  |

**Data Protection**

Parmiter’s School has a duty to protect personal data. As a prospective employee we do this “fairly and lawfully” under the basis of a contract. As an applicant, the data you supply to us will be processed for the purposes of staff selection and to confirm the identity of prospective members of staff (including statutory safeguarding checks and references). The school will retain the personal data of any unsuccessful applicant, including interview notes, securely for a minimum of 6 months and a maximum of 12 months after the date of application. If you have any other questions please refer to our Privacy Notice which is available on our website.

**Application Form for Teaching Posts**

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| **Qualifications and Education** |

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| **Teaching qualifications:** Please give details of qualifications obtained or in progress | | | |
| **Name and location of college, university or other institution** | **Dates attended** | | **Qualification(s) Awarded**  Include details of main subject and age range |
| **From** | **To** |
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| **Education (Higher):** List all other higher qualifications including degrees and post graduate qualifications | | | |
| **Name and location of college, university or other institution** | **Dates attended** | | **Qualification(s) Awarded**  Include the name of the qualification and grade awarded |
| **From** | **To** |
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| **Education (Secondary):** | | | |
| **Name and location of secondary school(s) or equivalent** | **Dates attended** | | **Qualification(s) Awarded**  Include the name of the qualifications, subjects and grades awarded |
| **From** | **To** |
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| **Employment History** |

**PRESENT APPOINTMENT (or most recent)**

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| **Post Held** |  |
| **Name of Establishment** |  |
| **Type of School** |  |
| **Address** |  |
| **Number on Roll** |  |
| **Start date** |  |
| **End Date** |  |
| **Summary of Job Description** |  |
| **Reason For Leaving** |  |
| **Salary\*** |  |
| **Leadership Scale Spine Point** |  |
| **Notice Required** |  |
| \* If your salary includes additional payments, what are they and what is the value? (eg TLR of £4,000) | |

**PREVIOUS EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of post and name of school/college/other**  **Employer** | **Type of School, age range and NOR** | **From** | **To** | **Reason for Leaving** |
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**PROFESSIONAL DEVELOPMENT**

**(Please give details of recent courses relevant to this application)**

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| **Course Title** | **Provider** | **Duration** | **Dates** | **Qualification eg NPQH** |
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**ANY OTHER RELEVANT EXPERIENCE**

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| --- | --- | --- | --- | --- |
| **Nature of Occupation** | **Employer** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |

**PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18**

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| --- | --- | --- | --- | --- |
|  | **From** | | **To** | |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |

**INTERESTS (both professional and leisure)**

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**ADDITIONAL INFORMATION**

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| **Any further information you would like to add to support your application** |
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**DECLARATION BY APPLICANT**

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| **From what source did you learn of this vacancy?** |
| **Are you a relative or partner of any employee or governor of the school? Yes/No**  **If yes, please give details below:** |
| **Has someone else completed this form on your behalf? Yes/No**  **If yes, please provide the person’s name and an explanation below:** |
| **Are there any restrictions on your Right to Work in the Uk? Yes/No** |
| **Have you ever lived abroad for a period of more than six months? Yes/No**  **If yes, please provide details below:** |

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| **Safeguarding**  Our Academy Governance is committed to safeguarding and promoting the welfare of children and young persons. All staff must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to provide photo ID, undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and provide police checks from periods abroad.  **Compulsory Declaration of any convictions, cautions or reprimands, warnings or bind-overs**  It is the School’s policy to require all applicants for employment to disclose any previous “unspent” criminal convictions and any cautions which have not expired or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are protected under Police Act 1997 - Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.  Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a “regulating position”. The position you are applying for is a “regulated position”.  If you are invited to an interview you will be asked to disclose your criminal record on an “Criminal Record Self-Declaration” form. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Service Act 2000.  **The Child Protection, Safeguarding, and Safer Recruitment policies are available on the school website.** |

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| **Signature:** |
| **Date:** |

**REFERENCES** Please give the names, addresses and status of two referees who may be approached now. (If you are currently employed as a teacher, one referee **must** be your present Headteacher). References from friends or relatives are not acceptable.

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| **1.** | |
| **Name:** | **Position:** |
| **Address:** | **Email address:** |
| **Telephone:** | **Mobile:** |
| **In what capacity do you know the above?** |  |

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| --- | --- |
| **2.** | |
| **Name:** | **Position:** |
| **Address:** | **Email address:** |
| **Telephone:** | **Mobile:** |
| **In what capacity do you know the above?** |  |