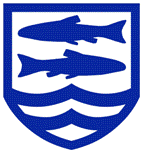
****St Laurence School**

*“Care Inspire Succeed”*

**APPLICATION FOR EMPLOYMENT**

**Teaching Staff**

|  |  |
| --- | --- |
| Applicant’s Name: |  |
| Title of Post: | Head of Psychology & Sociology |
| Closing Date: | 12 Noon on Thursday 18th March 2021 |
| Completed application forms  should be returned to: | Headteacher’s PA  St Laurence School  Ashley Road  Bradford on Avon  Wiltshire BA15 1JU |
| Alternatively you may wish to return your application form by e-mail to: | [jobapp@st-laurence.com](mailto:jobapp@st-laurence.com) |
| Should you require any additional information in order for you to complete your application please contact: | Headteacher’s PA  01225 309506 |

**Guidance Notes:**

* Please complete **ALL** sections of the application form.
* You may wish to continue some of your answers on a separate sheet. Please make sure any additional sheets have your name on them and indicate which section they relate to.
* A CV may be submitted to supplement your application but will **NOT** be accepted instead of completing the application form.

**St Laurence School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service (DBS) check before appointment is confirmed.**

**1. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Preferred title: Dr, Mr, Mrs, Miss etc |  | Surname |  |
| Forenames |  | Former Surname  (if applicable) |  |
| Known as |  | GTC number | \_ \_ / \_ \_ \_ \_ \_ |
| **Home address:**  **(please include)**  House number  Street name  Town  County  **Postcode** |  | Home telephone number |  |
| Mobile telephone number |  |
| **Term time address:**  **(please include)**  House number  Street name  Town, County  **Postcode** |  | Term time telephone number |  |
| E-mail address |  |

**2. EDUCATION & QUALIFICATIONS OBTAINED**

Please include all public examinations passed, including GCSE, NVQ/GNVQ & ‘A’ Levels (or equivalents). For degrees, please specify whether Honours, Class and Division. For professional teaching qualifications please state age-range/subject(s) trained to teach. If qualified teaching status was gained overseas, please indicate whether this qualification is recognised in the UK.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name, Type and**  **Location of Institution** | **Dates**  **To/From** | **Qualifications (include subject/s & age-range)** | **Level eg BA**  **Grade/Class e.g. 2:1** | **Date Awarded** |
|  |  |  |  |  |

**3. OTHER COURSES ATTENDED IN LAST FOUR YEARS**

(Including evidence of CPD)

|  |  |  |  |
| --- | --- | --- | --- |
| **College, Education Centre or Institution** | **Dates** | | **Award/Course Title and Qualifications** |
| **From** | **To** |
|  |  |  |  |

**4. EMPLOYMENT HISTORY & REFERENCES**

Please start with the most recent and work backwards, ensuring that all periods of time are accounted for, and any gaps in employment are explained. You may attach an additional sheet if required.

Under Safeguarding Children & Safer Recruitment in Education Guidance, we reserve the right to contact any of your previous employers for a reference. We will also seek details of any disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children or young people of your suitability to work with them; this will include any disciplinary procedure where the sanction has expired.

**4a. CURRENT OR MOST RECENT APPOINTMENT**

(A reference will be sought from the Headteacher of your current/most recent school, or line manager in employment outside education)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address of School**  **(& LA if applicable)** | | **Type of School Number & Sex of Pupils** | **Subjects Taught**  **Title of Post** |
|  | |  |  |
| **Year Group of Pupils Taught** | **Full Time, Part Time or Supply** | **Dates**  **To/From** | **Name of Headteacher**  **(and e-mail address)** |
|  |  |  |  |

**LEVEL OF CURRENT POST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classroom Teachers point on scale** | **Threshold Teacher’s point on scale** | **TLR point on scale** | **Special Needs point on scale** |
|  |  |  |  |

**4b.** **PREVIOUS EMPLOYMENT (TEACHING)**

Please start with the most recent appointment and work backwards, ensuring that all periods of time are accounted for, and any gaps in employment explained.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School Name**  **(& LA if applicable)**  **Title of Post**  **Please supply name of Headteacher** | **Type of School**  **Number & Sex of Pupils** | **Subject/s Taught** | **Spinal Point on Pay Scale** | **Full Time,**  **Part time or Supply** | **Year Group of Pupils Taught** | **Dates**  **To/From** |
| Title of Post:  Headteacher:  E-mail: |  |  |  |  |  |  |
| Title of Post:  Headteacher:  E-mail: |  |  |  |  |  |  |
| Title of Post:  Headteacher:  E-mail: |  |  |  |  |  |  |
| Title of Post:  Headteacher:  E-mail: |  |  |  |  |  |  |

**5. ADDITIONAL EXPERIENCE OUTSIDE TEACHING - Full or Part time**

A reference may be sought from your previous employer prior to interview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer**  **(include full postal and e-mail address for reference purposes)** | **Dates**  **To/From** | **Salary & Grade** | **Job Title and Main Duties** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |

If you would like to include information about other experiences you have had outside teaching please inform us below.

**6. PEOPLE WITH DISABILITIES**

Whilst you do not have to declare a disability here, St Laurence School is committed to promoting employment opportunities for people with disabilities, who can face additional challenges in gaining employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to have a disability? | Yes |  | No |  |
| Please indicate if you need any particular aids or modifications to assist you in attending for interview or carrying out the duties of this post. |  | | | |

**7. CONVICTIONS**

Please give details of any conviction; including the date of conviction and the sentence imposed (a criminal record will not necessarily be a bar to obtaining a post).

(i) Road traffic offences should be included

(ii) Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore, not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. In the event of employment any failure to disclose such convictions or cautions or bind over orders could result in dismissal or disciplinary action by St Laurence School. All convictions or cautions or bind over orders must therefore be disclosed.

|  |  |  |
| --- | --- | --- |
| Conviction/Caution/Bindovers | Penalty/Sentence | Date |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are your details held on list 99?  (This is an essentially held Government list of individuals who are barred from working with children). | Yes |  | No |  |
| Are you disqualified from working with children? | Yes |  | No |  |
| \*Are you subject to sanctions imposed by a regulatory body, e.g. GTC, POVA, GSCC? | Yes |  | No |  |

\*If ‘Yes’, please detail below. (If there is not enough space please supply an additional sheet.)

|  |
| --- |
|  |

The post for which you are applying gives substantial access to children. You should therefore note that if your application is successful, you will be required to obtain a “Disclosure” from the Disclosure and Barring Service. Employment will be conditional upon the results of the “Disclosure” obtained, which will indicate your suitability to work with children.

**8. ADDITIONAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you require a work permit? | Yes |  | No |  |
| Do you hold a valid driving licence? | Yes |  | No |  |

**9. HOBBIES AND INTERESTS**

|  |
| --- |
|  |

**10. REFEREES**

Please provide details of two referees, including your most recent employer, (it is important to make this person aware that they will be asked to supply a reference):

|  |  |  |
| --- | --- | --- |
| **Name & address [inc postcode]** | **Contact number:** | **Email:** |
|  |  |  |
|  |  |  |

**Please note:**

* Deliberate omission or falsification of information could lead to the disqualification of your application or later dismissal, if appointed
* The appointment is subject to satisfactory evidence of your medical fitness, and the results of a “Disclosure” from the Criminal Records Bureau, where applicable
* Data Protection Statement – Data Protection Act 1988 St Laurence School has a duty to protect personal information; St Laurence School will process this information in accordance with the Data Protection Act 1998. This information will be stored on computer and manual files
* Completion and submission of this form is taken as consent to process the information that you have provided

|  |  |  |  |
| --- | --- | --- | --- |
| **Please sign and date here to confirm that the information given is accurate** | | | |
| Signed: |  | Date: |  |

**In order for the School to monitor the effectiveness of its advertising could you please indicate how you heard of this vacancy?**

Times Educational Supplement St Laurence School website

Wiltshire Schools Bulletin Other (*please state*)

ETeach website

BANES Council website

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