

**HATCH END HIGH SCHOOL**

**Headstone Lane ● Harrow ● Middlesex ● HA3 6NR**

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Headteacher: *Mr M Hulme MEd*

Headteacher:**Ms. S. Maguire BA (Hons), NPQH**

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| **CONFIDENTIAL TEACHING APPLICATION FORM**  **Hatch End High School is an equal opportunity employer** | | |
| *Please read carefully all instructions before completing this form, Please use* ***black ink, black ball point pen or typescript*** *since it will be necessary to photocopy your application. Please complete in full. You may enclose a curriculum vitae for additional information if you wish but* ***NOT*** *as a substitute for filling in all sections of this form.*  **Please return this form to HR Department, Hatch End High School, Headstone Lane, Harrow, Middlesex, HA3 6NR** | | |
| Title and Scale of Post |  | |
| Where did you see this post advertised? |  | |
| Are you applying for your first teaching post as a newly qualified teacher? (Please delete) | Yes | No |
| When could you take up duties if appointed? |  | |

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| **PERSONAL DETAILS:** | | | | | |
| Mr Mrs Miss Ms | | First Names | | Surname | |
| Previous name(s) | |  | | | |
| Date of Birth | | Age | Home Address        Postcode | | |
| Do you need a work permit?  (Please delete) | | |
| Yes | No | |
| Telephone numbers  Home:  Work:  Mobile: | | | | | National Insurance Number |
| Email Address |

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| **Present or most recent employment:** | | | | | |
| School / LA |  | | | | |
| Address |  | | | | |
| Size and type of school |  | | | | |
| Position held and main subject(s) taught |  | | | | |
| Date of appointment | From: | | | To: | |
| **If you have already held a teaching post please give details of your most recent salary assessment** | | | | | |
| Current pay scale point  *Main scale / post Threshold Scale Point / AST / Leadership scale* | |  | Date of last assessment | |  |
| Teaching and learning responsibility point TLR | |  |  |
| Any other points *(Excellent teacher, SEN allowance etc)* | |  | Date of last assessment | |  |
| Total annual salary | |  |  |

**Equal Opportunities Monitoring Information:**

We ask for your co-operation in providing the following information. The academy monitors its recruitment process to assess the effectiveness of our Equal Opportunities Policy. The information given will be in strict confidence and will be used only in the monitoring exercise, which will help to achieve equality of opportunity in the academy’s employment.

I consider my ethnic origin to be (please tick appropriate box):

**Asian or Asian British Black or Black British Chinese or Other Ethnic Group**

Bangladeshi African Chinese

Indian Caribbean Any Other Ethnic Group

Pakistani Black Other

Other Asian

**Mixed White Gender**

White Black African British Female

White Black Asian Irish Male

White Black Caribbean White Other

Mixed Other

**disability:**

The Disability Discrimination Act defines a "disabled person" as a person with: **" A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day-to-day activities."** *The following questions on disability are to help us assess what action we might take to offer positive opportunities for employment for people with disabilities. They in no way attempt to preclude applications from people with disabilities.*

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| Do you consider you have a disability as defined by the DDA? | (*Please delete)* | | Are you Registered Disabled? | (*Please delete)* | | Registered Disability No. | |  | |
| Yes | No | Yes | No |
| *Please specify your disability* | | | | | | | | | |
|  | | | | | | | | | |
| Are you suffering or have you suffered from any major illness or industrial injury? | | | | | | | *(Please delete)* | | |
| Yes | | No |
| *If YES, please give details* | | | | | | | | | |

**Teachers’ Pension:**

If you are appointed to a post full details will be sent to you. Please note that as a teacher you will automatically pay into the TP Scheme **unless** you have completed a form to opt out.

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| Do you contribute to the Teacher’s Pension Scheme? | *(Please delete)* | |
| Yes | No |
| Have you opted out of T.P.? **Proof will be required** | *(Please delete)* | |
| Yes | No |
| *If YES, please give details* |  | |
| Have you contributed to any other schemes? | *(Please delete)* | |
| Yes | No |
| *If YES, please give details* | | |

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| **Employment History**  Please give a complete summary of employment excluding your present / most recent position. This should include voluntary work. Please give details in chronological order of previous post first. | | | | | |
| *Period of employment*  *dates* | | Name, address and profession of  business and employers | Size and type of school | Position held, nature of work  and salary | Reason for leaving |
| *From* | *To* |  |  |  |  |

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| **GAPS IN Employment**  Please give a complete summary of any gaps in employment, education or training history together with an explanation. | | |
| *Period* | | Reason |
| *From* | *To* |  |

If continued on additional sheets, please make sure your name is on each sheet and state the number attached here: \_\_\_\_\_

**EDUCATIONAL ACHIEVEMENTS AND TRAINING**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you available to teacher full time or part time? | *(Please delete)* | | | | | | | |
| *Full time* | | | | *Part time* | | | |
| Age range you are trained to teach? |  | | | | | | | |
| Subject(s) you are trained to teach? |  | | | | | | | |
| Are you recognised by the Department for Education (DfE) as a qualified teacher in this country? | *(Please delete)* | | | | | | | |
| Yes | | | No | | | | |
| *If YES, please give date of recognition* | Month | | | Year | | | | |
| Are you current registered with the General Teaching Council? | *(Please delete)* | | | | | | | |
| Yes | | | No | | | | |
| *If YES, please provide GTC number (proof will be required)* |  | | | | | | | |
| Have you passed threshold? | *(Please delete)* | | | | | | | |
| Yes | | | No | | | | |
| *If YES, please give date passed (proof will be required)* |  | | | | | | | |
| DfE Number |  |  |  |  | |  |  |  |

**INDUCTION/PROBATION**

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| Have you started a period of induction/probation, as was required by the DfE until September 1992, and from September 1999? | *(Please delete)* | |
| Yes | No |
| *If YES, please give details (proof will be required)* | | |
| Have you successfully completed a period of induction/probation as a qualified teacher in this country as required by the DfE until September 1992 and from September 1999? | *(Please delete)* | |
| Yes | No |
| *If YES, please give details (proof will be required)* | | |

**INTERESTS**:

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| Please give details of your interests including voluntary/community work you have undertaken |
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If continued on additional sheets, please make sure your name is on each sheet and state the number attached here: \_\_\_\_\_

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| **Statement in Support of Application**  Please state how your experience, skills and achievements to date, both inside and outside paid work, or through study, make you a suitable candidate for this post. Please ensure that you have read the job description and person specification for the post and have given us sufficient information to describe how you meet each of the requirements set out in the person specification. |
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If continued on additional sheets, please make sure your name is on each sheet and state the number attached here: \_\_\_\_

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| **Summary of Education & Qualifications** | | | | |
| *Period of education*  *dates* | | Name, address of school, colleges and higher education establishments attended from age 11 | Qualifications gained  and subject | Grade/Level |
| *From* | *To* |  |  |  |

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| **Professional Development / Training Courses Attended** | | | | |
| From | | To | Course details and provider | Qualifications gained |
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| If you know any other languages in addition to English and would be prepared to use them at work, please indicate which ones: | | | | |

If continued on additional sheets, please make sure your name is on each sheet and state the number attached here: \_\_\_\_\_

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| Rehabilitation of Offenders Act/Disclosure of Criminal Record  1. *The appointment for which you are applying involves work with children and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are required to declare any convictions or cautions you may have, even if they would otherwise be regarded as spent under that Act. The information you give will be treated in confidence. A check with the Disclosure Barring Service will be carried out if you are appointed.*   Have you ever been convicted of a criminal offence or received a caution or bind-over? If not, **write NO**. If so, please list all convictions, cautions and bind-overs including any, which are spent under the Act. *Failure to declare a conviction may disqualify you from appointment or result in summary dismissal when the discrepancy comes to light.* \_\_\_\_\_\_\_\_\_ ***(write NO)*** | | |
| Do you have a current DBS certificate / Police check clearance? | *(Please delete)* | |
| Yes | No |
| ***The successful applicant will be required to undertake a Disclosure Barring Service check*** | | |

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| Are you related to, or have a close relationship with, any member of the Governing Body or existing employees? If so, please note this will not prejudice your application | *(Please delete)* | |
| Yes | No |
| *If Yes, please give details* | | |
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| **References**  *Please give names, addresses and occupations of two referees, one of whom should be your current or most recent employer. References will not be accepted from relatives or from people writing solely in capacity of friends. References will be sought prior to interview.* ***One of your references must be from your current or most recent Headteacher.*** | | | | | | | | |
|  | | |  |  | | | |  |
|  | *Name* |  |  | *Name* |  | | |  |
|  | *Position held* |  |  | *Position held* |  | | |  |
|  | *Address* |  |  | *Address* |  | | |  |
|  | *Postcode* |  |  | *Postcode* |  | | |  |
|  | *Telephone* |  |  | *Telephone* |  | | |  |
|  | *Fax* |  |  | *Fax* |  | | |  |
|  | *Email* |  |  | *Email* |  | | |  |
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| Declaration   1. *Providing any misleading or false information on this form to support your application or canvassing, directly or indirectly, anyone likely to be involved in the appointment process will disqualify you from appointment or if appointed will render you liable to dismissal without notice.*   *I declare that I am not on the Barred List, disqualified from working with children or vulnerable adults, or subject to sanctions imposed by regulatory body such as the General Teaching Council.*   1. *To the best of my knowledge and belief, the information on this application form is correct. 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 have also understood and complied with the provisions concerning criminal convictions.* | |
| **Signature of Applicant:**  ***Date:*** |  |
| **If applying on line you will be asked to sign your application at interview.** | |
| ***Hatch End High school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts working in schools are subject to an enhanced Disclosure Barring Service check and written references.***  ***Please note it is not school policy to reimburse interview expenses except in exceptional circumstances and at the discretion of the Headteacher.*** | |