**The Spires College, Torquay**

**Application for Teaching Appointment**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that shortlisted and/or potentially suitable applicants will be required to undertake further in-depth checks, including references and an internet search, and will be required to provide a Disclosure from the Disclosure and Barring Service.

**This post requires an enhanced Disclosure and Barring Service (DBS) check**

For positions that are included in the Exceptions Order to the Rehabilitation of Offenders Act 1974 and in respect to any regulated positions as defined by the Criminal Justice and Court Services Act 2000, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Disclosure and Barring Service before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.

Our Safeguarding Policy can be viewed on the college website: [The Spires College - Safeguarding](https://www.thespirescollege.com/page/?title=Safeguarding&pid=108)

**It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children.**

**Please complete this form electronically. If this is not possible, please write clearly in black ink, continuing on separate sheets where necessary.**

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| Post applied for: |  |
| Closing date: |  |

**1. Personal Details**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  | First name/s: |  | | | | Last name: | |  | |
| Name you prefer to be called: | | |  | | | | | | | |
| Previous name/s if you have any, or insert the word none: | | | | | | |  | | | |
| \*Date of Birth | |  | | NI №: |  | | Contact telephone numbers: | | | |
| Address including postcode: | |  | | | | | Daytime: | |  | |
| Evening: | |  | |
| Mobile: | |  | |
| Email address: | |  | | | | | | | | |
| Are you registered by the DfE as a Qualified Teacher? | | | | | |  | | DfE Ref. No: | |  |
| \* This field is optional but is included as the information assists in the administration of the next stage for successful applicants. | | | | | | | | | | |

**2a. Employment History - Present or most recent employment**

(ITE Trainees to give current or most recent placement school)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Current job title: |  | | | | | | |
| Name and address of current school/employer: | | | Date from (MM/YY) |  | | to (MM/YY) |  |
|  | | | Age range and number on roll: |  | | | |
| Subjects and areas taught: |  | | | |
| Any other responsibilities: | | | | | | | |
|  | | | | | | | |
| Salary spine point: | |  | Salary amount: | | £ | | |
| TLRs: *\*delete as appropriate* | | 2 / 1 \* | Amount: | | £ | | |
| SEN: *\*delete as appropriate* | | 1 / 2 \* | Amount: | | £ | | |
| Recruitment and Retention payment: | | | Amount: | | £ | | |
| Salary safeguarding: | | | Amount: | | £ | | |
|  | | | Total: | | £ | | |
| Reasons for leaving: | | | | | | | |
|  | | | | | | | |

**2b. Employment History – Previous employment**

Please start with the **most recent** including any unpaid or voluntary work. The start and end month and year is required for each entry and gaps must be explained in section 4. Please add or delete rows if required. We reserve the right to contact employers to verify details given.

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| --- | --- | --- | --- |
| Job title including, if applicable, subjects and areas taught and any responsibilities | Employer/School and LA (if applicable) including age range and number on roll | Dates  From - to  (month & year) | Reason for leaving |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | To create more rows press tab here. |

**3. Education History**

Please start with the most recent. A full history dating back to secondary school (GCSE or equivalent) is required. All of the details noted at the top of this table are required for each entry and gaps must be explained in section 4. Please add or delete rows if required. We reserve the right to contact educational establishments to verify details given and will require sight of original certificates relating to academic qualifications.

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| --- | --- | --- | --- | --- |
| **University/College/Secondary school** including current studies, with the **most recent** first. | | | | |
| Name and address of institution | Dates attended  (start and end month and year) | | Courses / subjects taken | Qualifications gained, awarding body, grade and date of award |
|  | From: | To: |  |  |
|  | From: | To: |  |  |
|  | From: | To: |  |  |
|  | From: | To: |  |  |
|  | From: | To: |  |  |
|  |  |  |  | To create more rows press tab here. |

**4. Gaps in Employment / Education History**

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| **Please give details of and an explanation for any gaps in your education and / or employment history:** |
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NB. We reserve the right to contact employers or educational establishments to verify details given and will require sight of original certificates relating to academic qualifications

**5. Professional Development / Training and Memberships**

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| **Please provide details of any relevant professional development or training (non-award bearing).**  Please include dates. |
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| --- | --- |
| **Professional membership** | |
| Name of professional body | Grade of membership |
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**6. Supporting Statement**

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| Please read the job description. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence. |
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**7. Additional Information**

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| **Equality Act**  We are committed to equal opportunities in employment and service delivery and are only interested in your ability to do the job. We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has, ‘a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities’. | |
| Do you have a disability? | Yes / No |
| We will make reasonable adjustments to help a person with a disability through the application and selection process and, if successful, to assist you in carrying out the duties of your job. If you require assistance please provide details below or contact the college via the details at the end of this form: | |
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| --- | --- |
| **Redeployment** | |
| Are you an employee of Torbay Council with redeployment status? | Yes / No |

|  |  |
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| **Permit to Work**  In order to prove evidence of your eligibility to work in the UK, as required by the Immigration and Asylum Act, you will be required to provide two of the following documents if you are shortlisted for this post:  Birth Certificate or Extract, Passport, evidence of National Insurance Number, Driving Licence.  If applicable you will also be required to produce your Work Permit. | |
| Are you eligible to work in the UK? | Yes / No |
| Do you require a Work Permit? | Yes / No |

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| **Affiliations**  The Spires College is maintained by Torbay Council. A candidate for any appointment with Torbay Council who knows they are related or has a close relationship to any member or officer of the Council or Governor of the College is required to disclose that relationship when submitting an application. In educational establishments, this includes Headteachers, Principals, Directors, Vice-Principals and Heads of Department. Please note that soliciting support or information to give an unfair advantage may disqualify your application. | |
| Are you, your partner or family related, have a close relationship or have any interests (financial, professional or otherwise) that may conflict with your employment? | Yes / No |
| If yes, please provide details below: | |
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**8. Employment Checks for the Safeguarding of Children**

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| We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that shortlisted and/or potentially suitable applicants will be required to undertake further in depth checks, including references and an internet search, and will be required to provide a Disclosure from the DBS.  **This post requires an enhanced Disclosure and Barring Service (DBS) check**  For positions that are included in the Exceptions Order to the Rehabilitation of Offenders Act 1974 and in respect to any regulated positions as defined by the Criminal Justice and Court Services Act 2000, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Disclosure and Barring Service before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.  It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children.  Our safeguarding policy can be viewed on the college website: [The Spires College - Safeguarding](https://www.thespirescollege.com/page/?title=Safeguarding&pid=108)  **Please give details below, or if you prefer, on an additional sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”** |

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| **Rehabilitation of Offenders Act**  **This post is exempt from the Rehabilitation of Offenders Act 1974** and therefore all unspent convictions, cautions and bind-overs, must be declared. Please use the space below to give details of any unspent convictions, cautions and bind-overs. **If there are none please write ‘none’:** |
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| **DBS Children’s Barred List** | |
| Are your details included on DBS Children’s Barred List? | Yes / No |

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| **Other Sanctions**  Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the National College for Teaching and Leadership (NCTL). **If there are none please write ‘none’**: |
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| **References** |
| Please give details of two referees.  One must be your current or most recent employer and, if you are not currently but have previously worked with children, one must be the employer from when you last worked with children. If you work or worked in a school / college, this should be the Headteacher or Principal of that establishment.  If you are in, or have just completed full-time education, one referee should be from your school, college or university.  Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.References are taken up for all shortlisted candidates. |

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| --- | --- | --- | --- | --- |
| Referee 1 Name: |  | | | |
| Occupation: |  | | | |
| Relationship to you: |  | | | |
| Address: | | Email: |  | |
|  | | Tel no: |  | |
| How long have they known you? | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Referee 2 Name: |  | | | |
| Occupation: |  | | | |
| Relationship to you: |  | | | |
| Address: | | Email: |  | |
|  | | Tel no: |  | |
| How long have they known you? | |  |

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| We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references.  **If there are none please write ‘none’:** |
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**9. Declaration**

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| --- | --- | --- | --- |
| I declare that the information given on this form is, to the best of my knowledge, complete and accurate. I understand it may be discussed further with me as part of the recruitment and selection process and further checks may be undertaken if appropriate, as noted in the introduction and section 8 of this form. I understand that the information on this form may be used for purposes registered by the college or Torbay Council under the Data Protection Act. I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice. I understand that the situation may also be referred to the police. | | | |
| Signed: |  | Date: |  |

|  |  |
| --- | --- |
| Where did you see this post advertised? |  |

**Data protection act 1998**

Information from this application may be processed for any purposes registered by The Spires College or Torbay Council under data protection legislation. Individuals have the right of access to personal data held about them by The Spires College or Torbay Council. This information will be disclosed only to those persons authorised to see it, will be used for the selection process and, for successful candidates will be retained on their personnel file, used for payroll and administrative purposes and may be disclosed to government departments where there is a legal obligation to do so. Information held about unsuccessful candidates will be destroyed after six months.

To submit your application, please send an electronic copy to [jobs@thespirescollege.com](mailto:jobs@thespirescollege.com)

or a paper version to: Miss N Osborne, The Spires College, Westlands Lane, Torquay TQ1 3PE