

Torquay Boys’ Grammar School

Teacher Application Form

Confidential

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| Torquay Boys’ Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share that commitment . | |
| Data Protection Act  The information collected on this form will be processed and stored electronically by the School in compliance with the Data Protection Act 2018. The data may be shared with an agent of the School, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. If you would like further information about Data Protection, please contact the School Data Protection Officer. By signing or submitting this form. You acknowledge that you have read, understood and agreed to this data processing. Detailed information is available in the Privacy Notices at [www.tbgs.co.uk](http://www.tbgs.co.uk). | |
| Vacancy Information | |
| Application for the post of | |
| Personal Details | |
| First Name:       Known as:  Middle Name(s):  Surname:       NI Number:  Preferred Title:       Previous Surname(s):  Address for correspondence:  Post Code:  DCSF No.: | |
| Telephone Numbers | |
| Home:       Work:       Mobile:  E-mail address: | |
| Recruitment Monitoring |
| Please indicate where you first saw the advertisement for this vacancy (if a newspaper, please state which one): |

Secondary Education

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| Qualifications obtained during Secondary Education | | | | |
| From To | | Full name and town of school(s) | | O level, GCSEs, A levels or other qualifications gained (including grades) |
| Month & Year | |
|  |  |  | |  |
| Further Educational Attainments | | | | |
| Training and Professional Qualifications since leaving School | | | | |
| From To | | Full name and town of  College/University | | Qualifications gained (including grades) or for which you are studying |
| Month & Year | |
|  |  |  | |  |
| Please note that you will be required to produce relevant evidence of qualifications attained. | | | | |
| Driving Licence Details | | | | |
| Do you have a valid driving licence? YES  NO | | | | |
| Current Employment Details | | | | |
| Title of present/most recent post: | | | | |
| Name, address and type of school/establishment: | | | | |
| Telephone No: | | | Name of LA/employing body: | |
| Date appointed: | | | Date left: | |
| Age range taught: | | | Number on roll: | |
| Permanent/temporary: | | | Part/full time: | |
| Salary details (please given details of all allowances) : | | | | |
| Current salary: | | | Spinal Point: | |

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| Previous Employment | |
| Please enter most recent first and explain any gaps in your employment | | | | | | |
| Title of post/type of experience | Name and address of employer | | Numbers on roll | Age range taught | Dates | |
| From | To |
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| In-Service Education | | | | |
| Please give details of In-Service Education relevant to your application and undertaken in the last three years. | | | | | | | | | |
| As a Participant | | | | | | | | | |
| Dates of Course | | | Length of  Course | | Course Title | | | Qualification obtained and date of Award | Course Provider |
| From | To | |
|  |  | |  | |  | | |  |  |
| As a Course Leader | | | | | | | | | |
| Dates of Course | | | Length of  Course | | Course Title and brief outline of your contribution | | | | |
| From | To | |
|  |  | |  | |  | | | | |
| Additional Teaching Skills and Special Interests | | | | | | | |
| Please list additional teaching skills and special interests relevant to this application. | | | | | | | | | |
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| |  | | --- | | References | | Please give the names of two persons who are able to comment on your suitability for this post.  One must be your present or last headteacher or employer\*. (For applications for headteacher posts a reference will be sought from your present employer). The employing body reserves the right to seek any further references it deems appropriate.  Please let your referees know that you have quoted them as a referee and to expect a request for a reference should you be shortlisted. | | |  | | Present/most recent employer\*  Name:  Relationship to Applicant:  Address:  Post Code:  Business Phone No:  Home Phone No:  E-mail: | | Previous employer/other  Name:  Relationship to Applicant:  Address:  Post Code:  Business Phone No:  Home Phone No:  E-mail: | | If the referee knows you by a different last name please state:    \*If you have not previously been employed, please provide details of another referee. | | | |  | | |   Letter of Application | | | | | | | | | |
| You are required to submit a letter of application in which you should explain why you are applying for the job. Please concentrate on your experience, training and personal qualities. | | | | | | | | | |
| Relationship to Councillors, Governors of the School or Employees | | | | | | | | | |
| If you have any personal relationship to any Councillor, Member of a Committee, Panel or other group or employee of Torquay Boys’ Grammar School or Governor of the School, please give their name and relationship. This does not stop a Councillor, Governor or employee giving a reference. (Any approach to Councillors, Governors or other employees to influence a selection decision will disqualify you.)  If Councillor or Governor: Name       Relationship  If Employee:  Name Relationship Work Location Their present job | | | | | | | | | |
| Diversity | |
| We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need to know the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.  The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:  Sex: Male  Female  Marital status: Married  Not married  Other  Date of birth:       Age:       Nationality: | | | | | | | | | |
| Ethnic Origin: How would you describe your ethnic origin? | | | | | | | | | |
| White | | | | | | English, Scottish, Welsh, Northern Irish | | | |
|  | | | | | | Irish (Republic of) | | | |
|  | | | | | | Any other White background (please state) | | | |
| Mixed | | | | | | White and Black Caribbean | | | |
|  | | | | | | White and Black African | | | |
|  | | | | | | White and Asian | | | |
|  | | | | | | Any other Mixed background (please state) | | | |
| Asian or Asian British | | | | | | Indian | | | |
|  | | | | | | Pakistani | | | |
|  | | | | | | Bangladeshi | | | |
|  | | | | | | Any other Asian background (please state) | | | |
| Black or Black British | | | | | | Caribbean | | | |
|  | | | | | | African | | | |
|  | | | | | | Any other Black background (please state) | | | |
| Chinese or other Ethnic group | | | | | | Chinese | | | |
|  | | | | | | Any Other background (please state) | | | |
| Disability | | | | | | | | | |
| The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled, and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is “People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities”. If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.  Do you consider yourself to have a disability? Yes  No | | | | | | | | | |

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| Have you any unspent convictions? If so please give details. |
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| If between the completion of this application form and taking up a job with the School you are convicted of a criminal offence you must inform the School of this. |

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| Disclosure and Barring Service  Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.  A copy of the Disclosure and Barring Service Code of Practice is available on request.  Further information about the Disclosure process can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service> |

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| Teaching Regulation Agency |

Have you been referred to the TRA on misconduct grounds and/or are subject to a reprimand and/or a conditional registration order?  Yes  No

If yes please state:

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| I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.  Signed:       Date: |