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| 101404 Carwarden House School Logo Colour | **Job Application Form**  **Teaching & Leadership Posts**  *Confidential* |

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| **Information for Applicants:**  Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**. | | |
| Please return your completed form to: | Carwarden House Community School  118 Upper Chobham Road  Camberley, Surrey  GU15 1EJ | Ref. No. *(Office Use Only)* |
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| The deadline for receipt of completed applications is: |  | |

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| **Details of Post Applied For:** | |
| Job Title |  |
| Job Reference Number (if any) |  |
| Please confirm the date you would be able to start work, if successful |  |

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| **Personal Details:** | | | | | | | | | | |
| Title |  | | First Name(s) | | |  | | | | |
| Surname | |  | | | | | | | | |
| Previous names | |  | | | | | | | | |
| If you have previously been known by another name, please specify: | | | |  | | | | | | |
| Address | |  | | | | | | | | |
| Contact Details | | Please only include contact numbers or email addresses that you are happy for us to use. | | | | | | | | |
| Daytime Contact Number: | | |  | | | | | |
| Evening Contact Number: | | |  | | | | | |
| Mobile Number (if different): | | |  | | | | | |
| Email Address: | | |  | | | | | |
| DfE Registration Number | | | | |  | | | | | |
| Have you completed an induction period as a Newly Qualified Teacher/Early Careers Teacher? | | | | | YES | | NO | | |  |
|  | | | | | |
| Do you hold Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status? | | | | | YES | | | NO | If yes, please confirm below whether you hold QTS or QTLS and the date it was awarded: | |
|  | | | | | |
| Are you eligible to work in the UK? | | | | | YES | | | NO |  | |
|  | | | | | |
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| Do you require sponsorship to take up this position? | | | | | YES | | NO | | |  |
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| **Education and Qualifications:** | | | |
| Please also include any relevant professional qualifications. | | | |
| Name of Institution (e.g. School, College or University) | Dates Attended | | Courses/Subjects Taken and Examination Results or Award |
| From (Month/Year) | To (Month/Year) |
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| **Membership of Professional Bodies:** | | |
| Please give details of any relevant professional bodies to which you belong. | | |
| Name of Professional Body | Membership Status | Date Membership Commenced |
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| **Professional Development:** | | | | | | | | | | | | | | | | | |
| Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application. | | | | | | | | | | | | | | | | | |
| Course Title | | | | | Course Provider | | | | | | Dates Attended | | | | Award (if any) | | |
| From (Month/Year) | | To (Month/Year) | |
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| **Details of Present or Most Recent Teaching Appointment:** | | | | | | | | | | | | | | | | | |
| Post Held | | | | | | |  | | | | | | | | | | |
| Responsibilities Held (if applicable) | | | | | | |  | | | | | | | | | | |
| Dates Employed From and To (Month/Year) | | | | | | | | |  | | | | | | | | |
| School/College Name and Address | | | |  | | | | | | | | | | | | | |
| Pupils | Number on Roll: | | |  | | | | Age Range: | |  | | | | Gender / Mixed: | | |  |
| Name of Local Authority (if applicable) | | | | | |  | | | | | | Type of School/College (e.g. Community, Academy, Independent) | | | |  | |
| Salary Details | | Annual Salary (if part-time, specify the FTE): | | | | | | | | | | £ | | | | | |
| Additional Allowances (state type and annual value): | | | | | | | | | |  | | | | | |
| Reason for Leaving (if applicable) | | |  | | | | | | | | | | | | | | |
| **Previous Teaching Appointments:** | | | | | | | | | | | | | | | | | |
| Please give details of **all previous teaching appointments** you have undertaken, starting with the most recent. Details of employment undertaken outside of teaching, and any other gaps in employment, should be recorded on pages 5-6. Please use a continuation sheet if necessary. | | | | | | | | | | | | | | | | | |

| **School/College/Employer Details** | | **Post Details** | **Dates Employed and Reason for Leaving** |
| --- | --- | --- | --- |
| 1. | Employer Name: | Title of Post: | From (Month/Year): |
|  |  |  |
| To (Month/Year): |
| Type of School/College (e.g. community, academy, independent) and NOR (approx): | Responsibilities Held (if applicable): |  |
|  |  | Reason for Leaving: |
|  |
| Local Authority (if applicable): | Additional Allowances (type/value): |
|  |  |
| Pupil Age Range / Gender: | Key Stage / Subject / Age Range Taught: |
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| 2. | Employer Name: | Title of Post: | From (Month/Year): |
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| To (Month/Year): |
| Type of School/College (e.g. community, academy, independent) and NOR (approx): | Responsibilities Held (if applicable): |  |
|  |  | Reason for Leaving: |
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| Local Authority (if applicable): | Additional Allowances (type/value): |
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| Pupil Age Range / Gender: | Key Stage / Subject / Age Range Taught: |
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| 3. | Employer Name: | Title of Post: | From (Month/Year): |
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| To (Month/Year): |
| Type of School/College (e.g. community, academy, independent) and NOR (approx): | Responsibilities Held (if applicable): |  |
|  |  | Reason for Leaving: |
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| Local Authority (if applicable): | Additional Allowances (type/value): |
|  |  |
| Pupil Age Range / Gender: | Key Stage / Subject / Age Range Taught: |
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| 4. | Employer Name: | Title of Post: | From (Month/Year): |
|  |  |  |
| To (Month/Year): |
| Type of School/College (e.g. community, academy, independent) and NOR (approx): | Responsibilities Held (if applicable): |  |
|  |  | Reason for Leaving: |
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| Local Authority (if applicable): | Additional Allowances (type/value): |
|  |  |
| Pupil Age Range / Gender: | Key Stage / Subject / Age Range Taught: |
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| **Other Employment:** | | | | | | |
| Please give details of any **other periods of employment** you have undertaken which you have not included above, starting with the most recent. Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary. | | | | | | |
| Employer’s Name and Address | | Dates Employed From and To (Month/Year) | | Position Held | Salary and Benefits | Reason for Leaving |
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| **Periods When Not Working:** | | | | | | |
| Please give details below of any voluntary work you have not detailed elsewhere in your employment history, or reasons for other periods of time when you have not been employed since leaving secondary education. | | | | | | |
| Date From (Month/Year) | Date To (Month/Year) | | Reason | | | |
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| **Statement of Application:** |
| You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:   * The reasons why you are applying for this post; * The personal qualities and experience that you feel are relevant to your suitability for the post; * Key responsibilities and achievements in your present or most recent job which are relevant to this application; * Details of any relevant interests or activities. |
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| **Referees:** | | | | | | | | | | | |
| * References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us before submitting your application form.** * The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee **must** be that employer. If you recently qualified as a teacher, one referee **must** be your college tutor. * If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. If you are a serving (or ex) Headteacher or Principal, your referee should be the Chair of the relevant governing body (or alternatively this can be the CEO of a multi-academy trust). * If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer. * Please do not name relatives or people acting solely in their capacity as friends as your referees. * **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.** | | | | | | | | | | | |
| **Referee 1** | | | | | | **Referee 2** | | | | | |
| Title (Miss/Mr etc) | | | | |  | Title (Miss/Mr etc) | | | | |  |
| Name |  | | | | | Name |  | | | | |
| Occupation | | |  | | | Occupation | | |  | | |
| Address | |  | | | | Address | |  | | | |
| Tel. Number | | | |  | | Tel. Number | | | |  | |
| Fax Number | | | |  | | Fax Number | | | |  | |
| Email Address | | | |  | | Email Address | | | |  | |
| In what capacity do you know the referee? | | | |  | | In what capacity do you know the referee? | | | |  | |

| **Disability** | | | |
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| The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview. | | | |
| Do you have a disability you wish us to know about at this stage? | YES | NO | If yes, please let us know what access requirements you may have: |
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| **Reasonable Adjustments to the Shortlisting Process:** |
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| We welcome applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability. |
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| Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities. |

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| **Declarations:** |

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| **A Note on Childcare Disqualification Requirements** |
| In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. All staff responsible for the provision or management of such childcare (including teaching) are therefore required to declare that they are not disqualified from undertaking such work upon appointment.  A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:   * Inclusion on the Children’s Barred List; * Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults; * Grounds relating to the care of children (including where an order is made in respect of a child under the person’s care); * Having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering.   Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.  Should you need to, you can find out more about disqualification in the Department for Education’s guidance: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006> |

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| **Declaration of Relationships:** | | |
| Are you related to, or do you have a close personal relationship with an existing member of staff or member of the board of governors? | YES | NO |
| If YES, please provide below his/her name and role, and state your relationship: | | |
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| The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.  The School must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud. | | |

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| **Prohibition Checks:** |
| Following successful interview, the School will carry out the necessary prohibition checks on all teaching staff. This check will provide verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency in the past. |

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| **Online Searches:** |
| As part of our safeguarding obligations, we will carry out online searches on you as part of our due diligence. In doing this, we will only be looking at information which might potentially impact your ability to carry out the role, and we recognise that there is a difference between your public and private life.  We will carry out this search as part of the application process.  If you have any comments regarding this process, please do note this below. We can then consider this as part of the process.   |  | | --- | | *Comments:* | |  | |

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| **Criminal Record Checks:** | | |
| If you are shortlisted for the position you are applying for, you will be required to complete a Declaration of Offences Form giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.  Any offer of employment will be made conditional upon a satisfactory enhanced DBS check, includinga child/adult’s barred list check (where applicable to the role in question).  The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.  More information on The Disclosure & Barring Service can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).  A copy of the School’s Recruitment of Applicants with a Criminal Record Policy can be viewed on the school’s website. <https://www.carwarden.surrey.sch.uk/policies/policies>. | | |
| Are you currently member of the DBS Update Service? | YES | NO |

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| **Safeguarding:** |
| The School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.  **Where the role for which you are applying involves engaging in regulated activity, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.**  A copy of theSchool’s Safeguarding & CP Policy September 2021is available on our website at <https://www.carwarden.surrey.sch.uk/policies/policies>. |

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| I declare that the information I have given on this form is correct. I understand that providing false or misleading information/qualifications may affect any recruitment decision made relating to me or if appointed or in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. In some circumstances it could also result in a referral to the police.  I have read the Job Applicant Privacy Notice and give my consent for the School to process my personal, special category data and criminal records data in accordance with their Data Protection Policy and in accordance with data protection laws, and for the purposes of recruitment and selection as laid out in that notice.  **I authorise Carwarden House School to check the information supplied and hold all such information in both paper and electronic formats.**  If you are successful in your application, you will be asked to sign this declaration. | | | | | |
| Signature of Applicant |  | Date |  | | |
| **Thank you for your application.** | | | | | |
| **Retention of Application Forms:** | | | | | |
| As outlined in the Privacy Notice, it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. Please indicate if you are happy for us to use your application form in this way (highlight preferred option or type YES/NO): | | | | YES | NO |

**Guidance Notes**

1. **How to complete your application**

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

1. **What are selection criteria**

Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited for an interview, or, the next stage of the selection process. The person specification should help you to match your skills, abilities and Knowledge against the selection criteria.

1. **Working in the UK**

Under the Immigration, Asylum and Nationality Act 1996, you will be required to provide proof of your eligibility to work in the UK and carry out the role you are applying for to enable us to comply with our legal obligations. Checks may be carried out online/digitally or manually (in the latter case we will need to see original documents) we will confirm to you what information or documents we require to see. You will only be able to work for us once we are sure that you are eligible to work in the UK and to carry out the relevant work. If you are unsure about your status then you should contact the Home Office.

1. **Current or most recent employment**

We need you to provide us with your complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent at school/further education. In addition to the standard reference questions the employer/organisation will be asked about disciplinary offences relating to children, including "spent ones" and where the applicant has been the subject of any child protection concerns and details of these. For this three-year history please provide full postal addresses, including postcodes.

References will be taken up for short-listed candidates.

1. **Qualifications & Training**

Please give details of your education, qualifications and training, starting with secondary school. If we have requested that you have a professional qualification for this job, you will need to provide us with the relevant original certificates/registration documents.

1. **Supporting statement and achievements**

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give examples of what you have done which prove your ability. If the person specification says, ‘able to organise activities’, you must do more than say, ‘I am an organised person’. Give an example by describing something that you have done, which tells us about the skills you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

1. **Declaration**

We do not exclude people who are related to, or have a close personal relationship with our employees or school governors. We will make sure that they do not take part in the selection for this post.

Please make sure you read and sign/positively tick the declaration.

1. **Monitoring**

Attached to this application form is an Equal Opportunities Monitoring Form that should be completed and provided to the School alongside your completed application form. This School has an Equal Opportunity and Diversity Policy, which we ensure that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in the strictest confidence and will only be used for monitoring purposes.

**Checklist**

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| **Before you submit your application, please check that you have:** read through the Job Description & Person Specification so that you know exactly what the job entails and the skills, knowledge, abilities and perhaps qualification required to do the job. |  |
| Read through your application form and make sure that you have filled out all the parts that we have asked you to. |  |
| Given clear, step-by-step examples of your skills, abilities, knowledge and experience. |  |
| Attached additional information if you have run out of space. |  |
| Kept a copy of your completed application form and Job Description and Person Specification. |  |
| Completed and return in a separate envelope (as indicated on the form), the Equal Opportunities Monitoring form. |  |
| Made sure that your application form will be received by the closing date. |  |

**What happens next?**

Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted

**Please post your completed application form and Equal Opportunities Monitoring Form in separate envelopes to:**

Jane Thorpe

School Business Manager

118 Upper Chobham Road

Camberley

Surrey

GU15 1EJ

**If you are sending your form in the post, please ensure that you attach the right amount of postage.**