

# APPLICATION FORM

Ralph Thoresby School



## Teaching Staff Application 2023

Application for employment as:

First Name :  Last Name :

NI Number :  Email :

Mobile Tel :  Home Tel :

Full Address :

City / Country :  Postcode :

Correspondence relating to this application may be sent via email to the address supplied, please confirm you are happy to receive correspondence in this way?

Yes ☐ No ☐

If you are selected for interview, are there any dates when it would be impossible for you to attend?

:

I am applying for job share / part time

Please indicate the range of days and maximum number of hours/ days you are able to work

:

Do you hold Qualified Teacher Status? : Yes ☐ No ☐

If yes, please provide date of award and Certificate No. :

If no, have you applied for Qualified Teacher Status? :

DfE Number :

If not known, please state the date and name under which you are qualified :

Have you completed your NQT induction period in the UK : Yes ☐ No ☐ If yes, date of completion :

Are you ready with the GTC? : Yes ☐ No ☐ If yes, please provide your GTC Teacher reference no. :

Are you in receipt of a public service pension? : Yes ☐ No ☐

If you are returning to teaching, have you been granted Infirmity Retirement by the Department of Education and Skills? : Yes ☐ No ☐

If yes, please give the date :

## Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

## References

### Reference One

First Name	:	<input type="text"/>	Last Name	:	<input type="text"/>
Position	:	<input type="text"/>	Email	:	<input type="text"/>
Mobile Tel	:	<input type="text"/>	Work Tel	:	<input type="text"/>
Full Address	:	<input type="text"/>			
City / Country	:	<input type="text"/>	Postcode	:	<input type="text"/>
Capacity in which known	:	<input type="text"/>			

### Reference Two

First Name	:	<input type="text"/>	Last Name	:	<input type="text"/>
Position	:	<input type="text"/>	Email	:	<input type="text"/>
Mobile Tel	:	<input type="text"/>	Work Tel	:	<input type="text"/>
Full Address	:	<input type="text"/>			
City / Country	:	<input type="text"/>	Postcode	:	<input type="text"/>
Capacity in which known	:	<input type="text"/>			

Referees will be automatically contacted if shortlisted for an interview



## Secondary, Further and Higher Education

Date (MM/YY) From To	School, College, University of Educational Establishment	Examinations taken/ being taken/ any other qualifications obtained	Full or Part Time	Exam Results & Grade (with dates)

If you require more space, please add to additional information at the back of this application form

## Continuing Professional Development/ Training (appropriate to the job)

Course Title	Provider	Dates and Duration	Course Completed (Yes/No)	Awards (if any)

If you require more space, please add to additional information at the back of this application form





## Experience (most recent first)

Present (or most recent) School

Date from MM/YY

(please include leave date if relevant)

Employing Authority




Post Held

Grade/ Allowances

Salary




Name of School/ Unit/  
College and LEA

Full or  
Part Time

Title of Post  
and Grade

Age  
Range

NOR

Period of Service  
From - To (MM/YY)









If you require more space, please add to additional information at the back of this application form

## Other Work Experience

(please start with most recent and which you consider to be relevant to teaching e.g. commercial experience, raising a family, youth work etc.)

Name of Employer

Details and nature of work/  
activity

Period of Service  
From - To (MM/YY)

Full or  
Part Time






If you require more space, please add to additional information at the back of this application form



## Personal statement in support of this application

Please use this space to provide a personal statement detailing how your experience and qualifications fit the role why you have chosen to apply to Ralph Thoresby School

Please continue on the next page



## Personal statement in support of this application

Please use this space to provide a personal statement detailing how your experience and qualifications fit the role why you have chosen to apply to Ralph Thoresby School



## Additional Information

You may use this space to provide any information you wish, including an interest of unpaid activity. Ensure that you provide a full description of all skills, knowledge and experience that you feel are relevant to the post for which you are applying

## Privacy Notice

The information detailed in this application form will be used in order to process your application and in line with the school's Recruitment and Selection process. The lawful basis for processing this information is with a view to entering into a contract with you.

Your information may be shared may be shared with Leeds City Council HR in their role as data processor under the terms of the service level agreement where they have a legitimate business need to access it, and externally where required for the recruitment process, for example, in order to obtain references or where background checks are required. Your information will only be shared where necessary, and in accordance with data protection law.

If successful, this form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment. Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to. For more detailed information about how your information will be processed, and for details of their Data Protection Officer, contact the school direct. Information regarding your rights in relation to your personal data are available via the Information Commissioner's Office: [www.ico.org.uk](http://www.ico.org.uk).

## Declarartion

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signature

:

Date

:

We promote diversity and want a workforce which reflects the people of Leeds. We will use your answers to monitor and check the fairness of our recruitment. Any information you provide will be kept confidential. You do not have to answer these questions and if you do not then it will not make any difference to your application.

Where did you see this post advertised? :

Date of Birth  /  /  Gender : Male ☐ Female ☐ Other ☐

Marital status : Married ☐ Civil Partnership ☐ Co-habiting ☐ Other ☐

Are you Disabled? Yes ☐ No ☐

Religion : Buddhist ☐ Christian ☐ Hindu ☐ No Religion ☐ Other ☐  
Muslim ☐ Jewish ☐ Sikh ☐ Rastafarian ☐

Sexual Orientation : Hetrosexual ☐ Lesbian ☐ Gay man ☐ Bisexual ☐ Other ☐  
(definitions below)

Heterosexual – Someone who is attracted, emotionally and or physically, to persons of the opposite sex.

Lesbian – A woman who is attracted, emotionally and or physically, to other women.

Gay man – A man who is attracted, emotionally and or physically, to other men.

Bisexual – Someone who is attracted, emotionally and or physically, to both sexes.

## Ethnic Origin

### Asian or Asian British

Bangladeshi ☐  
Indian ☐  
Kashmir ☐  
Pakistani ☐  
Other ☐

### Black or Black British

African ☐  
Caribbean ☐  
Other ☐

### Mixed

White & Asian ☐  
White & Black African ☐  
White & Black Caribbean ☐  
Other ☐

### White

British ☐  
Irish ☐  
Other ☐

### Other

Chinese ☐  
Gypsy/Roma/Travellers ☐