



# Application Form for Teaching Post

Post Applied for: .....

## Please complete in black

You are requested to complete this form using supplementary sheets if there is insufficient space for any entry.

## All sections must be completed

### PERSONAL DETAILS

Surname/Family Name:	Preferred Title:
First Name(s):	Previous Surname (if applicable):
Home Address (including postcode):	Present Address (if different):
Telephone (Home)	Telephone (Work):
Telephone (Mobile):	Email:
Teacher Ref. Number (TRN):	NI Number:
Date QTS gained:	Date of Recognition *
Age range qualified to teach?	
<i>*if you are invited to interview you will be requested to provide a copy of your letter from TRA granting you Qualified Teacher Status</i>	
If the post you are applying for indicates that the use of a car is required, do you have; - A car available for work? YES/NO - A current clean driving licence? YES/NO	
Do you have the right to work in the UK?	Yes/No (please delete as appropriate)
If appropriate, please state the expiry date of your right to work in the UK and/or your work permit.	Expiry Date:
You will be required to provide evidence of your right to work in the UK if we make you an offer of employment.	

### PRESENT APPOINTMENT (or most recent)

Post Held:	
Employer Name & Address:	
Type of School*:	
<i>*eg: Primary, Academy, Voluntary Aided, Faith, Comprehensive, Independent, Boarding</i>	

Number on Roll:	
Date Appointed:	
Key Stages taught:	
Summary of Job Description:	
Total Annual Salary:	
Any Additional Allowance(s)? :	
Value of additional allowance(s) & purpose (eg additional responsibilities):	
Pay Scale/Grade? :	
Notice Required:	

## EMPLOYMENT HISTORY

Please list in reverse chronological order all previous roles including non-education posts.

Employer Name & Address	Post Title & Summary of Responsibilities	Type of School, key stage and NOR	From MM/YY	To MM/YY	Reason for Leaving

## EMPLOYMENT OUTSIDE EDUCATION

Employer	Post	From MM/YY	To MM/YY	Reason for Leaving

**ANY OTHER RELEVANT WORK EXPERIENCE (Inc voluntary work)**

Nature of Occupation	Employer	From MM/YY	To MM/YY	Reason for Leaving

**DEGREE/POST GRADUATE QUALIFICATION**

Establishment	Awarding Body	From MM/YY	To MM/YY	Full/Part Time:	Subject/s	Class & Division	Date of award

**INITIAL TEACHER TRAINING (PGCE)**

Please confirm route into teaching (e.g. Fast track, Direct Teach etc)	
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**EDUCATION AND ACADEMIC QUALIFICATIONS - Please list in reverse chronological order**

College and School	CourseTitle/ Subject	From MM/YY	To MM/YY	Qualifications Awarded (subjects and grades) E.g. GCSE and A levels

INDUCTION PERIOD		
Have you satisfactorily completed the Statutory Induction Period?	Yes	
	No	
If No, Please tick one box below to indicate the reason:		
Not applicable		

Not yet started		
Partially completed		
Extended		
Failed		

## PROFESSIONAL DEVELOPMENT

Please give details of recent courses relevant to this application

Course Title	Provider	Duration	MM/YY	Qualification eg NPQH and date of award

## PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18

(e.g. career break or raising a family)

Failure to complete may result in not being shortlisted

	From	To
	MM/YY	MM/YY

## ADDITIONAL INFORMATION (for salary and pension purposes)

Pensions	
Are you currently in receipt of a pension from the Teachers' Pension Scheme?	YES/NO
Have you elected to OPT-OUT of the Teachers' Pension Scheme?	YES/NO If yes, please provide date
Have you elected to participate in the Part-Time Teachers' Pension Scheme?	YES/NO If yes, please provide date
Have you elected to pay additional Teacher Pension Contributions through the Teachers' Pension Scheme?	YES/NO If yes, please provide date

If yes, please indicate whether these are:	
a) Purchase of additional pensions through the Teachers' Pension Scheme	YES/NO
b) Purchase of Past added Years	YES/NO
c) Additional voluntary contributions via Prudential	YES/NO

I certify that the information given above is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.  
*In the case of an electronic application being submitted, the candidate will be asked to sign at interview.*

**Signature:**

**Date:**

### DBS UPDATE SERVICE

Are you a registered member of the DBS Update Service through payment of an annual subscription?

**YES/NO**

If yes, do you give consent to Rickmansworth School and/or the HR Provider to carry out a Status Check on sight of your original certificates?

**YES/NO**

**To enable a Status Check to be carried out, please provide the following information:**

Applicant's Full Name (as shown on DBS Certificate) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

DBS Certificate Number: \_\_\_\_\_

DBS Certificate Date: \_\_\_\_\_

Update Service ID Number: \_\_\_\_\_

Workforce Job Title (as it appears on DBS Certificate): \_\_\_\_\_

Address (as it appears on DBS Certificate): \_\_\_\_\_

Do you give permission for us to carry out a Status Check at [www.gov.uk/dbs](http://www.gov.uk/dbs) of your current DBS Certificate?

Do you give permission for us to carry out a Status Check with the Teaching Regulation Agency's Employer Access Service?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All information provided on this form will be dealt with in accordance with the Data Protection Act 1984, Amended 1998**

Please provide a statement of the personal qualities and experiences that you believe are relevant to your suitability for the post advertised and how you meet the person specification

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DECLARATION BY APPLICANT

Where did you hear of this vacancy?	
Are you a relative or partner of any employee or governor of the school? If yes, please give details below:	Yes/No
Has someone else completed this form on your behalf? If yes, please provide the person's name and an explanation below:	Yes/No
Have you lived abroad for a period of more than six months in the last 5 years?*	Yes/No
If yes, please provide details below:	
Were you born or educated overseas (up to and including university education)?*	Yes/No
If yes, please provide details below:	
* Please note that if you have lived abroad for a period of more than six months in the last 5 years or were born or educated overseas you will be asked to request an overseas police check.	

Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school.

Where an electronic signature is used, the shortlisted candidate will be asked to 'wet' sign the application form during the interview.

I certify that the information given above and overleaf is correct to the best of my knowledge.  
I understand that an offer of appointment will be subject to satisfactory references, satisfactory DBS clearance,, proof of identity and right to live and work in the UK, pre-employment medical checks and relevant qualifications.  
  
I give consent for personal information provided as part of this application to be held in accordance with GDPR.  
  
I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

Signature:

Date:

## REFERENCES

Please give the names, addresses and position of two referees who will be approached prior to interview. If you are currently employed as a teacher, one referee **must** be your present Headteacher.

**References from friends or relatives are not acceptable.**

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

If you do not wish for us to take up references at this time, Please tick this box ☐

Name:	Position:
Address:	Email address:
Telephone:	Mobile:
What is the relationship to the candidate?	

Name:	Position:
Address:	Email address:
Telephone:	Mobile:
What is the relationship to the candidate?	

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***We are committed to safeguarding and promoting the welfare of children and are an equal opportunities employer. Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.***

**This page will be detached prior to shortlisting.**

#### **CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)**

All applicants are required to provide full details about any criminal record they may have.

The successful applicant will be required to make an application to the Disclosure and Barring Services (DBS) for disclosure under the provisions of the Police Act (1977). Rickmansworth School will confirm your identity at the interview and submit the application to the DBS, paying the necessary fee.

The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust.

The post you are applying for is subject to an enhanced disclosure and you must provide details of all convictions, either in the UK or abroad, including those 'spent' under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, cautions and bind-overs, reprimands, warnings, investigations or prosecutions pending.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

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

You must also inform us if you are on the Barred check list, disqualified from working with children, prohibited from taking part in the management of an independent school or subject to sanctions imposed by a regulatory body, e.g. The Teaching Regulation Agency.

The amendments (2013) to the Exceptions Order 1975 provide that certain spent convictions and cautions are 'protected' and 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 Disclosure and Barring Service Website.

Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.

Failure to disclose any information required of you may result in your application being rejected, disciplinary action or dismissal.

**Do you have any criminal record information to disclose? YES/NO**

If YES, please supply details:

#### **THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK.