**APPLICATION FOR TEACHER APPOINTMENT**



PLEASE USE TYPE OR BLACK INK

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **1.** | Application for the post of | | | | | | | | | | Class teacher (Ref: MMPS/CT0422) | | | | | | | | | | | | |
|  | At | | | | | | | | | | Mason Moor Primary School | | | | | | | | | | | | |
|  |  | | | | | | | | | |  | | | | | | | | | | | | |
| **2.** | Surname | |  | | | | | | | | Forenames | | | | | | |  | | | | | |
|  | Title | |  | | | | | All previous last names | | | | | | | | | |  | | | | | |
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|  | Address: | | | | | | | Post Code: | | | | | | | | | | | | | | | |
|  |  | | | | | | |  | | | | | | | | | | | | | | | |
|  | Home Phone Number: | | | | | | |  | | | | | | Daytime Number: | | | | | | |  | | |
|  | Mobile Number : | | | | | | |  | | | | | |  | | | | | | | | | |
|  | Email address: | | | | | | |  | | | | | | | | | | | | | | | |
|  | GTC Number: | | | | | | |  | | | | | | | | | | | | | | | |
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| **3.** | **Present Appointment** | | | | | | | Local Education Authority: | | | | | | |  | | | | | | | | |
|  | School/College: | | | | |  | | | | | | | | | | | | | Number on Roll: | | |  | |
|  | Post held (Specify any incentive allowance) | | | | | | | | |  | | | | | | | | | | | | | |
|  | Date appointed: | | | | | |  | | | | | | | | | | | | | | | | |
|  | Subjects, age groups taught and other responsibilities: | | | | | | | | | | | |  | | | | | | | | | | |
|  | Notice required and/or date available if appointed: | | | | | | | | | | | |  | | | | | | | | | | |
|  | Salary Scale: | | | |  | | | | Gross Salary £: | | | |  | | | | | | | Incremental Point: | | |  |
|  | Threshold Payment | | | | | | Yes/No | | Threshold 1,2 or 3 | | | | | | |  | | | | | | | |
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| **4.** | **Confidential Referees** | | | | | | | | | | | | | | | | | | | | | | |
|  | Names, addresses and status of two referees (one of whom if employed must be your present manager e.g. your head teacher) Please do not provide more than one reference from the same school. | | | | | | | | | | | | | | | | | | | | | | |
|  | References will be sought on shortlisted candidates and previous employers may be contacted to verify particular experiences or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns. | | | | | | | | | | | | | | | | | | | | | | |
|  | 1 |  | | | | | | | | | | 2 |  | | | | | | | | | | |
| Telephone: | | |  | | | | | | | | Telephone: | | | | |  | | | | | | |
|  | Email: | | |  | | | | | | | | Email: | | | | |  | | | | | | |

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| **5.** | **Employment History** A continuous employment history is required from when you left full time education.  *Please do not substitute this section with a separate curriculum vitae.*  **(most recent employment first)** | | | | | |
| Local Education Authority and School/College | | Number on Roll | Status of post, responsibilities  and age groups taught | Reason for  leaving | From | To |
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**6. Education and qualifications**

**GCSEs /O Levels:**

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| Date Obtained | Level | Subject | Grade | School / College |
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**A/AS Levels:**

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| --- | --- | --- | --- | --- |
| Date Obtained | Level | Subject | Grade | School / College |
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**Further/Higher Education:**

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| Details  (including educational establishment) | From | To | Degree obtained | Pass/  Honours | Class | Date | Main Subject | Subsidiary Subject |
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| Please give any dates on which you will not be available for interview: | | | | | | | | |
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| **7.** | You are invited to set out below further information in support of your application. You should ensure that you address all aspects of the job description and person specification. (The box below will expand as you type. Please limit your statement to two pages.) |
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| **8.** | **Additional Information** | | | | | | | | |
|  | |  |  | | --- | --- | | National Insurance Number |  | | Teacher Reference Number |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Qualified Teacher Status | Yes |  |  | No |  |  | Date  Obtained |  | | Statutory Induction Year Completed | Yes |  |  | No |  |  | Date  Obtained |  | | Would you require sponsorship for the post? | Yes |  |  | No |  |  | Date  Required |  | | | | | | | | | |
| **9.** | **Rehabilitation of Offenders Act 1974 order 1975** | | | | | | | | |
|  | This post is covered by the rehabilitation of Offenders Act 1974 (exceptions) order 1975 because it is a post which involves working directly with young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind overs) including those which are “spent”. The amendments to the Exceptions order 1975 (2013) 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 filtering cautions and convictions can be found on the Disclosure and Barring Service website:  <https://www.gov.uk/government/organisations/disclosure-and-barring-service>  **Please complete the following questions, taking into account the DBS filtering guidance.**   1. Do you have any convictions, cautions, reprimands or final warnings that are not “protected” defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Yes |  |  | No |  |   If yes, please give details including dates, on a separate sheet, place in a sealed envelope marked for the attention of the chair of the shortlisting panel and enclose it with this form.   1. Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the National College of Teaching and Leadership (NCTL)? | | | | | | | | |
|  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Yes |  |  | No |  |   If yes, please give details including dates, on a separate sheet, place in a sealed envelope marked for the attention of the chair of the shortlisting panel and enclose it with this form.  **PLEASE NOTE**   * If your application is successful, prior to taking up your post, you will be required to undergo a formal Disclosure   Process through the Disclosure and Barring Service (previously CRB). This will require you to complete a separate  DBS application form and provide a range of documentary evidence to confirm your identity.   * Although a criminal record involving offences against children is likely to debar you from an appointment of this   type of post, the existence of other criminal convictions will not necessarily be a bar to employment.   * Any criminal record information arising out of the disclosure process will be discussed with your before any final   decision is made about your employment.   * **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if**   **You are excluded from such work by virtue of a court order of exclusion by the DBS.**   * DBS certificates will only be issued directly to the applicant. You will be required to show this to the school and   a copy of the Disclosure Number and issue date will be retained by the school in-line with requirements of the  Data Protection Act 1998. | | | | | | | |  |
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| **10.** | Please state whether to the best of your knowledge, you are related to an SCC Councillor, Senior Member of the SCC Children’s Services Department, a Governor or Senior employee of the School which you have applied? | | | | | | | | |
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|  | | |  | Yes |  |  | No |  |

If YES, please state the name and nature of your relationship.

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| **11.** |  | | | |
|  | I understand that if I am appointed, personal information about me will be held in computerised and personnel file form, for employee administration purposes in accordance with the Data Protection Act 1998. This may include analysis for management purposes and statutory returns.  In signing this form, I give my authority for use of my personal data for these purposes.  I hereby confirm that the information I have given is true and accurate.  Where applicable, I will be subject to the regulations on political restrictions as defined in Local Government and Housing Act 1989.  I understand that, should any of the information I provide in this application be found to be false within my knowledge, or should there be any omission of material fact, this may be reported to the police as well as leading to my application being rejected or the contract being null and void if I have already been appointed. | | | |
|  | Signature: |  | Date: |  |

**EQUAL OPPORTUNITIES MONITORING FORM**

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|  | **The following information is required to monitor the Equal Opportunities Policies within the School and Southampton City Council.**  **Please tick the box from the list below which best describes the ethnic group to which you belong:** | | | | | | | | | | | | | | | | | | | | | |  |
|  | Name | |  | | Job title | | | Class teacher | | | Job ref: | | MMPS/CT0620 | | | | | | | | |  |  |
|  |  | |  | |  | | |  | | |  | |  | | |  |  | |  |  | |  |  |
|  | Age | |  | | Date of Birth | | |  | | | Sex: | | Male | | |  | | Female | |  | |  |  |
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|  | **White** | | | | | **Black / Black British** | | | | | | **Chinese / other ethnic group** | | | | | | | | | | |  |
|  |  | British | | | |  | Black Caribbean | | | | |  | | Chinese | | | | | | | | |  |
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|  |  | Irish | | | |  | Black African | | | | |  | | Any other background | | | | | | | | |  |
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|  |  | Other White background | | | |  | Other Black background | | | | |  | |  |
|  |  | Please specify | | | |  | Please specify | | | | |  | | Please specify | | | | | | | | |  |
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|  | **Asian / Asian British** | | | | | **Mixed** | | | | | |  | | | | | | | | | | |  |
|  |  | Indian | | | |  | White & Black Caribbean | | | | |  | |  | | | | | | | | |  |
|  |  |  | | | |  |  | | | | |  | |  | | | | | | | | |  |
|  |  | Pakistani | | | |  | White & Black African | | | | |  | |  | | | | | | | | |  |
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|  |  | Bangladeshi | | | |  | White & Asian | | | | |  | |  | | | | | | | | |  |
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|  |  | Other Asian background | | | |  | Other mixed background | | | | |  | |  | | | | | | | | |  |
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|  |  | Please specify | | | |  | Please specify | | | | |  | |  | | | | | | |  | |  |
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|  | Do you consider yourself to have a disability? | | | | | | | | **Yes** |  | | **No** | |  | | |  | | | | | |  |
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| Is there anything we need to know about your disability in order to offer you a fair selection interview? (For example a signer or an accessible interview room) | | | | | | | | | |
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| How did you hear about this vacancy? | | | | | | | | | |
| Please specify: | Hants Web |  | Word of Mouth | |  | Mason Moor Website |  |  |
|  | Advertisement *(please specify)*  Other *(please specify)* | | |  | | | | | |
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| The data in this form may be used in anonymized form, for statistical analysis by the School or Southampton City Council (SCC). This use may result in publication and release of anonymized data to other approved users (i.e. Capita – also referred to as HR Pay and the Office of National Statistics), for payroll purposes and in order to meet our public duty under the Equality Act 2010. This ensures transparency in relation to the makeup of our workforce and enables any shortfalls to be identified and addressed. Your record will not be used by the School or SCC or any other bodies in a way that would affect you individually.  You may wish to note that your name and contact details will not be made available to any body other than SCC and Capita and that precautions are taken to minimise the risk of identification of individuals from any published and released data. Under the General Data Protection Regulations you have the right to a copy of the data held about you. In line with SCC’s retention policy, your personal data will be retained for your period of employment.  More detailed information about the School’s handling of your personal data can be found in its privacy notice available on the school website or available on request. Additionally, Southampton City Council’s Privacy Policy can be found on line at (<http://www.southampton.gov.uk/privacy>) or on request. |