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| Application Form TEACHING | |
| **Candidate's Name** |  |
| **Post** |  |
| **Date** | **(DD/MM/YY)**   /  / |
| **Please ensure that you have completed all sections of this form. Please do not send your Curriculum Vitae (CV) or any Testimonials unless requested.** | |

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| 1. Personal Details | | | | |
| Surname/ Family Name |  | | Forenames(s): |  |
|  |  | |  |  |
| Former Surname/ Family Name |  | |  |  |
|  |  | |  |  |
| Preferred Title: |  | |  |  |
|  |  | |  |  |
| Home Address: |  | | Contact  Address  (if different) |  |
|  |  | |  |  |
| Teacher Reference Number |  | | National Insurance No: |  |
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|  |  | |  |  |
| Telephone No: (Home) |  | | Telephone No: (Work) |  |
|  |  | |  |  |
| Telephone No: (Mobile) |  | | Email: |  |
|  |  | |  |  |
| Date available to commence employment: | | | | |
| Relationships Are you related to an employee or governor of the school or an elected member  or an employee of the London Borough of Enfield?  Yes  No | | | | |
| If yes, please state relationship: | |  | | |
| Note: *Canvassing will lead to disqualification for appointment.* | | | | |
| Work Permit Do you need a work permit?  Yes  No Please note: A work permit from a previous employer or post if not transferable | | | | |

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| 2. Education, Training and Qualifications | | | |
| Name of School/College/University attended | From – To (Month/Year) | (\*) Qualifications including Grades | Date Obtained (Month/Year) |
| Schools (after age 11) |  |  |  |
|  |  |  |  |
| Further or Higher Education  (Full or Part Time) |  |  |  |
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| Teaching Qualifications |  |  |  |
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| Skills tests (Teachers qualifying on or after 1st May 2000 only). Please state the dates you passed the following skills tests  Numeracy            Literacy            ICT | | | |
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| Qualified Teacher Status Please provide the date when Qualified Teacher Status in England or Wales was obtained, if applicable: | | | |
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| Induction Period Have you satisfactorily completed the Statutory Induction Period?  Yes  No  If no, please explain why: | | | |

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| 3. Employment/Work Experience Please include any previous work experience, either paid, unpaid or voluntary starting with the most recent. | | | | | | | | | | | | | | | | | | |
|  | Current/most recent School or other employer (with address) | | | | | | | | | | | | | | | | | |
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|  | Position Held: |  | | | | | | | | | | Full or  Part Time: | | |  | | |  |
|  |  |  |  | |  | |  | |  |  |  |  | | |  |  | |  |
|  | Present salary and point on pay spine: | |  | | | | | |  | Date employment ceased if applicable: | | | | | | | |  |
|  |  |  |  | |  | |  | |  |  |
|  | Date Started: |  | | | | | | |  |  | | | | | | | |  |
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|  | Employing Authority: |  | | | | | | | | | | | | | | | |  |
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|  | Age Range: |  | | | Boys/Girls/Mixed: | |  | | | |  | Approx No. on Roll: | | | |  | |  |
|  |  |  |  | |  | |  | |  |  |  |  | | |  |  | |  |
|  | Duties and Responsibilities: | | | | | | | | | | | | | | | | | |
|  | Date Passed Threshold (if applicable): | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Previous schools or other employers/employer and  Employing Authority | | | | Age Range + Boys/Girls/ Mixed | | Approx. No. on Roll | | Position held and responsibilities (and  full time or part time) | | | | | Dates | | | | Reasons for Leaving | |
| From | To | | |
|  | | | |  | |  | |  | | | | |  |  | | |  | |

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| 4. Supporting Statement Please use this space to give information in support of your application for this post. You may wish to include details of any interests, experience, responsibilities, recent training and courses or education philosophy which you consider make you an outstanding applicant for the post. |
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| 5. Convictions/DisqualificationsPlease complete this section *and* Section 9 below **EXEMPT EMPLOYMENT** Please give details and dates of (a) Any convictions (including driving offences) and/or (b) Disqualifications from driving or performance of professional duties.  Because the work of this job will involve vulnerable people we will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. You **must** tell us if you have any convictions, bind-overs or cautions even if they are spent under the Rehabilitation of Offenders Act 1974. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in the withdrawal of your application or dismissal from the job offer in relation to this form.  You **must** tick one of the two boxes below:  I have a criminal conviction or a bind-over or a caution, even if this was a long time   Ago and even if it would be regarded as spent under the terms of the Rehabilitation of  Offenders Act and I attach an additional sheet providing details and dates.  or  I do not have any convictions, bind-overs or cautions.  Driving offences  I have the following number of penalty points on my driving licence.  . | | | |
| 6. References Our normal practice is to take up references prior to interview. If you do not allow us to take up references prior to interview, you should be aware that you may not be shortlisted. Please give details of two people who are able and willing to comment on your suitability for this job. If you are or have been employed, one should be your present or most recent employer. | | | |
| A. | Name: | B. | Name: |
| Address: | Address: |
| Telephone number: | Telephone number: |
| Email: | Email: |
| Relationship to you e.g. Headteacher: | Relationship to you e.g. Headteacher: |

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| 7. Declaration I understand that canvassing elected members Governors or School staff, directly or indirectly, for any appointment, will disqualify my application.  I confirm that I am not barred, either totally or to a limited extent, from employment involving regular contact with children, young persons or other vulnerable people, nor subject to any sanctions or conditions on my employment imposed by the Secretary of State or a regulatory body. | |
|  | I declare that the information given in this application form is correct and complete |
|  | ***Note:*** False statements or failure to disclosure any information requested in this application form may disqualify a candidate. Discovery after appointment may lead to dismissal or disciplinary action by the School. |
|  | Data Protection Act 1998 – Consent and Certification of Details  As part of the process of appointing a new teacher, The Latymer School may disclose information to, and request information from, third parties for the purpose of undertaking pre-employment checks. In accordance with the Data Protection Act 1998, your consent is required before approaching third parties for information in relation to pre-employment checks.  I give my consent for The Latymer School to approach third parties |

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| 8. Equal Opportunities Monitoring Form The Latymer School is committed to the elimination of all forms of unjustifiable discrimination. We will actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly. Personal circumstances and characteristics will only be taken into account when they can be justified as being relevant to employment. To enable us to constantly monitor itself to ensure this commitment is fulfilled, we would ask **all applicants** to complete the questions detailed below  **This information will be treated as completely confidential and will be used for monitoring purposes only. This information will be detached from the application form on receipt and will not be considered during the selection process.** | | | | | | | | | | |
|  | **Please tick as appropriate:**  **1. Which of the following do you consider to be your ethnic origin?**  (tick only one box), see below for explanatory notes. | | | | | | | | |  |
|  |  | White British (AWB) | | White and Black Caribbean (BWBC) | | | | Indian (CIN) | |  |
|  | White Irish (AWI) | | White and Black African (BWBA) | | | | Pakistani (CP) | |
|  | White Other (AWO) | | White and Asian (BWA) | | | | Bangladeshi (CB) | |
|  | Caribbean (DBC) | | Mixed Other (BMO) | | | | Asian Other (CAO) | |
|  | African (DBA) | | Chinese (ECH) | | | |  | |
|  | Black Other (DBO) | | Other Ethnic Group (EOE) (Please describe) ........................ | | | | | |
|  | **2. Are you** MaleFemale | | | | | | | | |  |
|  | **3. Please tick the age band currently applicable to you** | | | | | | | | |  |
|  | i. up to 19 | | ii. 20-29 | | iii. 30-39 | iv. 40-49 | v. 50-65 | | vi. Over 65 |  |
| **Monitoring Form Explanatory Notes** The ethnic groups set out above are those recommended by the Commission for Racial Equality and used in the 2001 Census. Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. If you are descended from more than one ethnic group, please tick the group to which you consider you belong or tick the ‘other ethnic group’ box and give details in the space provided above.  **Where did you see this post advertised?** | | | | | | | | | | |

**9. Declaration of Unspent and Relevant Spent Criminal Offences**

***This section and Section 5 must be completed for an application to be processed. BEFORE COMPLETING THIS SECTION PLEASE READ THE FOLLOWING NOTES CAREFULLY****:*

It is the policy of the London Borough of Enfield and the School to require successful applicants for certain posts to disclose certain information on previous criminal records they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the Council or the School, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In many cases, a particular conviction will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for a post, the Council and the School comply with the Code of Practice recommended by the Disclosure and Barring Service.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Therefore you must give details on this form of relevant convictions, cautions, reprimands and warnings that you have and any court cases that you have pending.

The Council, or School, will use information provided by the Disclosure and Barring Service when assessing your suitability for such jobs. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council or the School. Any information you give us about convictions will be kept confidential and will only be considered in relation to the job for which you are applying.

**DECLARATION OF CRIMINAL OFFENCES**

Using the guidelines below please list **all your unspent, and relevant spent,** **convictions, cautions, reprimands and final warnings,** including any convictions in a Court of Law outside Great Britain. Do not forget to include any pending convictions and indicate that they are pending.

You must provide details of the following:

**Cautions** relating to an offence from a list (see below) agreed by Parliament

**Cautions** given less than 6 years ago (where you were over 18 years old at the time of the caution)

**Cautions** given less than 2 years ago (where you were under 18 years old at the time of the caution)

**Convictions** relating to an offence from a prescribed list (see below)

**Convictions** that resulted in a custodial sentence (regardless of whether served)

**Convictions** given less than 11 years ago (where you were over 18 years old at the time of the conviction)

**Convictions** given less than 5.5 years ago (where you were under 18 years old at the time of the conviction)

Irrespective of the above list, **if you have more than one conviction then ALL convictions must be declared.**

The list referred to above includes a range of offences which are serious and which relate to sexual offending, violent offending and/or safeguarding. It would never be appropriate to withhold details of offences on this list. A list of offences which **must always** be declared has been derived from the legislation and can be accessed using the following link:

[**https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check**](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)

If you have no unspent, and no relevant spent, convictions, cautions, reprimands or warnings please write 'none' and sign the form. If you have any queries about the completion of the form, please contact the telephone number given in the covering letter.

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| **Nature of Offence(s)** | **Name of Court and Date of Conviction(s) and/or Date of Caution(s), Reprimand(s) or Warning(s)** | **Sentence(s)** |
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All information given will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, I may be disqualified from future engagement with the Council and/or the School and that any current engagement may be terminated with immediate effect.

**Signed: Date ………………………………………………**