### Amery Hill School Logo colour.jpg TEACHING APPLICATION FORM *Confidential*Amery Hill School Logo colour.jpg

**Please use black ink / print when completing this form**

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| 1. Application for the post of |  |  | (as advertised) |  |
|  | | | |  |
| at (School/ establishment) | |  |  |  |

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| **2.** Last Name: |  | | | First Name(s): |  |
|  | | | | | |
| Title: |  | Any Previous Last Names: | | |  |  |  | (as advertised) |
|  | | | | | |
| Address: |  | | | | |
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|  | | | | | |
| Mobile  Tel No: |  | | Home Tel No: | |  |
|  | | | | | |
| E-mail: |  | | | | |

**3. Education and qualifications** (If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given.

1. **Secondary / Further Education**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of School/College | Dates | | Subject and  Qualification | | Grade and date  awarded | |
| From | To |
|  |  |  |  | |  |  |
|  | | | |  | | |

**(b) Higher Education and Courses leading to other relevant qualifications**

Such as those leading to qualified status or graduate status and to membership of professional institutions.

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| Higher Education:  Establishments attended | Dates | | Qualification obtained and date of award | Subjects | | |
| From | To | Main | Subsidiary | |
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| **4. Current/last employer**  School/College/  Establishment: | | | | | | |  | | --- | |  | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | |  | | | |
| Local Authority: (if applicable) | |  | | | | | | | | | | | | | | | Number on Roll: | | |  | |
|  |  | | | | | | | |  | | | | |
| Post Held: (specify any additional allowances) | | | | | | | | | | | |  | | | | | | | | | |
|  |  | | | | | | | |  | | | | |
| (If part-time, please give details) | | | | | | | |  | | | | | | | | | | Date Appointed: |  | | |
|  | | |  | | | | | | | |  | | | | |
| Subjects, age groups taught and other responsibilities: | | | | | | |  | | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | | | | | | | |
| Notice required and / or date available if appointed: | | | | | | | | | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Reason for leaving: | | | | |  | | | | | | | | | | | | | | | |
|  | | | | |  | | | | |
| Current Gross Salary: £ | | | | |  | | | | |

**5. Previous employment.** If part-time appointment please state. A separate curriculum vitae should **not** be enclosed in substitution.

**A continuous employment history is required from when you left full time education.**

1. **Teaching (most recent employment first).**

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| Local Education Authority and School/College | Type of School | No.  on Roll | Age Range | Status of Post, subjects taught | Reason for Leaving | Inclusive Period  (month & year) | |
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1. **Other paid employment (including Service in H.M. Forces, industry).**

State responsibilities and reasons for leaving. Please indicate details of gaps in employment here.

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**6a. Statement in support of application.**Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification

Applicants should confine this to two sides of A4. An additional letter is not required.

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**6b. Statement to illustrate how your experience meets the threshold criteria of the school - (relevant only if the post for which you are applying sits on the Upper Pay Range).**Please provide evidence of how your experience, skills and abilities demonstrate that you are ‘*highly competent*’ and have a ‘*sustained*’ impact on teaching and learning across the school.

Applicants should confine this to one side of A4. An additional letter is not required.

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**7. References**

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of two referees below that we can contact for a reference (one of whom, if employed, must be your present manager e.g. your Headteacher), and normally no offer of employment will be made without reference to them. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.

The school reserves the right to approach any previous employer/manager.

Please sign the form found at appendix 1 to consent to us contacting your previous employer/s for a reference.

**Please note:**

**If you are shortlisted and invited to an interview, referees will be contacted, and references obtained prior to interview in line with current statutory guidance.**

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| **(1) Present Employer**  Name:  Address:  Tel No: *(inc. STD code)*  Fax No:  Email address:  Occupation: |  | **(2)**  Name:  Address:  Tel No: *(inc. STD code)*  Fax No:  Email address:  Occupation: |

**8. Protection of Children**

The School is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for an interview you will be required to disclose to us information about any:

* adult cautions (simple or conditional);
* unspent conditional cautions;
* unspent convictions in a Court of Law; and
* spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

so that a police check can be carried out if you are offered an appointment.

It is an offence to apply for this role if you have been barred from engaging in regulated activity relevant to children. If you are subsequently employed by the school and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the school. During the course of your employment with the school, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

With effect from 17th June 2013 criminal records certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation (GDPR). The Local Authority abides by the DBS Code of Practice which does not allow for the photocopying and retention of the full DBS Disclosure certificate.

**9. Further information and declaration**

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| Do you hold a full UK driving licence? |  | | YES | | | |  | | |  | | NO |  |  |
|  | | | | | | | | | | | | | | |
| Would you have use of a car for work? |  | | | YES | | |  | | |  | | NO |  |  |
|  | | | | | | | | | | | | | | |
| National Insurance No: |  | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | |
| Teacher Reference Number: |  | | | | | | | | | | (7 digit number) | | | |
|  | | | | | | | | | | | | | | |
| Qualified Teacher Status? | | | | | | YES | | |  | | NO |  | Date | |
|  | | | | | | | | | | | | | | |
| Statutory induction year completed? (if qualified after 7 May 1999) | | | | | YES | | |  | | | NO |  | Date | |
| You are required to declare below any relationship with or to any employee of Amery Hill School.  Please state name and position……………………………………………………………………………   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Have you ever been the subject of formal disciplinary proceedings? If ‘YES’ please give the details below. | YES |  | NO |  |  |  | | --- | |  |   This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. | | | | | | | | | | | | | | |
| **Reasonable adjustments for a disability**  If you are disabled and believe that you may require adjustments to this application process, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact the personnel administrator to discuss any requirements. Please note that if you believe adjustments would only be required for a later stage of the process (such as at interview stage), you are not required to provide information in this form.   |  | | --- | |  | | | | | | | | | | | | | | | |
| **Health/Medical details**  Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination. | | | | | | | | | | | | | | |
| Where did you see the advertisement for this post? | |  | | | | | | | | | | | | |

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**10.** **Data Protection**

The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the school without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 12 months from the shortlisting date, in accordance with the Recruitment Privacy Notice. For further information please refer to our Recruitment Privacy Notice on the website.

Where applicable, I will be subject to the regulations on political restrictions as defined in Local Government and Housing Act 1989.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with Amery Hill School.

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| Signature of Candidate |  |  | Date |  |
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*Jan 23*

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| Amery Hill School Logo colour.jpg | **AMERY HILL SCHOOL**  Alton, Hampshire, GU34 2BZ    Telephone: 01420 84545 🞟 Fax: 01420 84137  Email: [contactus@ameryhill](mailto:contactus@ameryhill.hants.sch.uk).school  Website: <http://ameryhill.hants.sch.uk> |

**Appendix 1: Reference Consent Form**

I can confirm that I am happy for you to contact my previous employer/s to obtain written references.

I understand that I can withdraw my consent at any time by contacting Natalie Percy (Personnel Administrator) on 01420 81307 or n.percy@ameryhill.school

Name: -----------------------------------------------------

Signature: -----------------------------------------------------

Job Title: -----------------------------------------------------

Date: -----------------------------------------------------