|  |
| --- |
| T:\Branding\LOGO FINAL 02.09.11\RGB\Greenford High School White Background.jpg **APPLICATION**  Greenford High School  Lady Margaret Road  Southall  Middlesex  UB1 2GU  Tel: 020 8578 9152 Fax: 020 8747 7891  Email: [hr@greenford.ealing.sch.uk](mailto:hr@greenford.ealing.sch.uk)  Web: www.greenford.ealing.sch.uk  Headteacher: Mrs M. Pye B.A. (Hons) M.A. Ed.  **CONFIDENTIAL**  **Please type or use black ink. If you are not contacted within 4 weeks of the closing date your application has not been successful.** |
| **Post applied for:** |

1. **Personal details**

|  |  |  |
| --- | --- | --- |
| Surname: |  | Forename(s): |
|  |  |  |
| Previous name(s): |  |  |
|  |  |  |
| Present address: |  | Home/term time address (if different): |
|  |  |  |
| Postcode: |  | Postcode: |
|  |  |  |
| Telephone (home): |  | Telephone (work): |
|  |  |  |
| Mobile: |  | Email: |
|  |  |  |
| National insurance no: |  | Date of Birth: |

1. **References**

Please provide details of two people who can provide references on your behalf. **The first referee should normally be your present or most recent employer**. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is expired if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. We will also ask about any performance and/or attendance concerns.

**References will not be accepted from relatives or from people writing solely in the capacity of friends.**

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of the Keeping Children Safe in Education statutory guidance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Name: |  | 2. | Name: |
|  | Job title: |  |  | Job title: |
|  | Relationship to Candidate: |  |  | Relationship to Candidate: |
|  | Name of organisation: |  |  | Name of Organisation: |
|  | Address: |  |  | Address: |
|  | Postcode: |  |  | Postcode: |
|  | Email: |  |  | Email: |
|  | Tel no: |  |  | Tel no: |
|  | I consent to this reference being requested before interview:  Yes:       No: |  |  | I consent to this reference being requested before interview:  Yes:       No: |

**Any issues raised in the references may be discussed at interview**

1. **Present/most recent employment – to be completed by ALL candidates**

(For first year teachers, please give details of your most recent teaching practice)

|  |  |  |
| --- | --- | --- |
| Full name, address and type of school/college  or other employer: |  | Date of appointment: |
|  |  | Date of resignation: (If applicable): |
| Number of pupils/students: |  | Reason for resignation: |
| Age range of pupils/students: |  |
| Boys, girls, or mixed: |  | Local Authority: |
| Position held: |  | Full time/part time: |
| Present salary:  (Give details of any additional allowances)    Scale/grade: |  | Main subjects taught: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Employment history (most recent first)**   (Please tell us about the jobs you have held (this may include voluntary/unpaid work) and provide an **explanation for any gaps in employment**) | | | | | | |
| From  dd/mm  /yy | To  dd/mm/yy | Full/  part time/  voluntary | Name, address and contact number of employer | Type and size of school/college  (if applicable) | Position held and salary | Reason for leaving employment |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **5. Education and training (from secondary school)**  (Please give details of any education and training you have received. You will be asked to provide at interview originals or certified copies of relevant certificates. If you are a first year teacher please also give details of your QTS inc. skills tests in literacy, numeracy and ICT.  **Candidates that do not include accurate information of subjects, results and grades will not be considered** | | | | | | |
| **Education and training** | | | | | | |
| Secondary education | | | | | | |
| From | To | Name of school/college | Examinations passed | | | |
| dd/mm/yy | dd/mm/yy | Subject (inc. awarding body) | Level | Grade | Date awarded |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Education and training** | | | | | | |
| Higher Education | | | | | | |
| From | To | Name of college/university | Examinations passed | | | |
| dd/mm/yy | dd/mm/yy | Subject (inc. awarding body) | Level | Grade | Date  awarded |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Membership of professional bodies** | | |
| Name of body or association | Grade of membership or qualifications | Date awarded |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Relevant short courses** | |
| Name of course | Date awarded |
|  |  |
|  |  |
|  |  |
|  |  |

**6.** [**Rehabilitation of Offenders Act 1974 and exemptions order 1975)**](#a)

**Please note that it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Should you be shortlisted for this role you will be required to complete a ‘Criminal records self-declaration form’ and if appointed you will be required to complete an on online application for a ‘fully enhanced DBS’ (Disclosure and Barring Service check).**

**7. Asylum and Immigration Act 1996**:

Before you commence working you must provide evidence to demonstrate your right to work in the United Kingdom.

Are you eligible to work in the U.K: Yes  No

Do you need a work permit: Yes  No

Nationality:

Do you have qualified teacher status (QTS) (Teachers only): Yes  No

If you have qualified since May 2001 have you completed induction successfully Yes  No

DfE (Teacher Reference Number - teachers only):

Are you related to anyone employed at the school and/or related to or have a close relationship with any councillor or senior officer (including headteachers or governors) of the school? Yes  No

If yes, please give details below. (Failure to do so may lead to disqualification)

**8. Pension**

## a) Are you currently paying into the teachers’ pension (TPA) or local government pension scheme (LGPS)? Yes No

## b) If yes please indicate which TPA LGPS

c) Have you elected to opt-out of the teachers’ pension scheme? Yes  No

If yes from what date?

d) Are you currently paying into any other occupational or private pension scheme? Yes  No

If yes please provide brief details:

e) Are you in receipt of a pension from the teachers’ pension scheme? Yes  No

If yes, please specify age/infirmity/premature retirement.

**9.**  **If you have a disability**

Is there anything we need to know about your disability in order to offer you a fair selection interview?

Yes  No

If yes, please give details of adjustment required.

We may be able to make adjustments/adaptations to job requirements/environment etc.

**10. Safeguarding Children**

Ealing schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants’ suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

|  |
| --- |
| The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given on this application form. The information will be stored manually and electronically and disposed of after 12 months if your application is unsuccessful.  The council is under a duty to protect the public funds it administers, and to this end, **should the Council employ you**, it may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.  I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form is an offence and could result in my application being rejected or summary dismissal and possible referral to the teachers’ misconduct team or police if appropriate. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management. Date       Signed  If applying on line you will be asked to sign your application at interview. |

|  |
| --- |
| **Greenford High School**  **Mission Statement**  Learning to succeed is what Greenford High School is about: a love of learning; the motivation to succeed. Our aim is for students to fulfil their limitless potential – through perserverance and effort. Excellence, in the words of Aristotle, is not an act but a habit. We don’t select our students, but we do select our staff. Each highly trained teacher is here to support, guide and inspire our students so that whatever their starting point when they arrive, they leave with the world at their feet – equipped and ready to continue their learning, at university and throughout their careers. We aim to provide the best opportunities – academic, cultural and sporting – and a sense of moral and social responsibiity so that each child realises that humanity is their business and the common good their aim.  Any prospective employees must be fully prepared to support our core values, expressed by our Mission Statement. Please tick the box to indicate that you have read this and will promote these values within the school. |

|  |
| --- |
| **Short Form Privacy Notice For Application Forms**  This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.  Please ensure that you read this notice as well as our privacy notice which can be found on our website which detail how we use your information. Why Do We Collect This Information? Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.  **What Information Do We Collect?**  We collect the following information from the application form in order to take a decision as to recruitment:   * Name * Address * Employment history * Qualifications * List of educational establishment (where applicants have studied) * Current salary  How we may share the informationWe may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.How long we keep your informationWe keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy. |

|  |
| --- |
| Supporting Statement Please submit a supporting statement below covering a variety of areas:  Why you are applying to this school and for this post  Why your experience, qualifications, qualities and abilities make you a suitable person for this post, as described in our job description and person specification  How your contribution to Greenford High will meet our aim to always strive to be outstanding  How you will meet the values expressed by our Mission Statement  This must be no more than 2 sides of A4  If employed, I will read and abide by the school’s Code of Conduct |
|  |

**Monitoring information**

Ealing Council has adopted an Equality and Diversity Policy and is committed to ensuring equality of opportunity in employment and provision of services. To ensure that it is working properly, all applicants are asked to provide the following information.

I am Female  Male  (Please tick the appropriate box) date of birth (dd/mm/yyyy)

Ethnic background

Choose one section from (a) to (e) then tick the appropriate box to indicate your Ethnic Background.

|  |
| --- |
| A White |
| **25** British |
| **26** Irish |
| **30** Any other white background, please specify |
|  |
| B Mixed |
| **15** White and Black African |
| **16** White and Black Caribbean |
| **17** White and Asian |
| **21** Any other mixed background, please specify |
|  |
| C Asian or Asian British |
| **01** Indian |
| **02** Pakistani |
| **03** Bangladeshi |
| **07** Any other Asian background, please specify |
|  |
| D Black or Black British |
| **08** Caribbean |
| **09** African |
| **13** Any other black background, please specify |
|  |
| E Chinese or other ethnic group |
| **22** Chinese |
| **24** Any other ethnic group, please specify |

The Disability Discrimination Act 1995 defines a person as having a disability if s/he ‘has a long physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities’. Ealing Council is actively seeking to employ people with disabilities. We can arrange nearby parking, someone to meet you at the entrance to the building, a sign language interpreter at interview, preferred type of seating etc.

Do you consider yourself to have a disability? Yes  No

# Advertising monitoring

How did you find out about this vacancy?

(Name of the newspaper/journal, council jobs list, web site, friend etc)

Schools Policy Statement on the Recruitment of Ex-Offenders

Exemption from the Rehabilitation of Offenders Act 1974

Ex-offenders have to disclose information about spent, as well as unspent convictions if the job for which they are applying is exempted from the Rehabilitation of Offenders Act 1974.

**How this affects school based jobs**

All school based jobs are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. **Applicants for school based jobs must, therefore, disclose all spent and unspent convictions.**

All applicants who are offered employment in a school will be subject to a criminal record check from the Criminal Records Bureau before an appointment is confirmed. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure (check) may also contain non-conviction information from local police records which a chief police officer thinks may be relevant.

The successful applicant will not be eligible to start work until the Council has received notification from the Bureau.

Having a criminal record will not necessarily bar someone from working in a school.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

Schools undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

When reaching a recruitment decision the following factors will be taken into account:

* Whether the conviction or other matter revealed is relevant to the position in question
* The seriousness of any offence or other matter revealed
* The length of time since the offence or other matter occurred
* Whether the applicant has a pattern of offending behaviour or other relevant matters
* Whether the applicants circumstances have changed since the offending behaviour or the other relevant matters, and
* The circumstances surrounding the offence and the explanation(s) offered of the offending person.

There are, however, particular offences that would automatically prevent an offer of employment in a school being confirmed. These include:

* Rape
* Incest
* Unlawful sexual intercourse
* Indecent assault
* Gross indecency
* Taking or distributing indecent photographs

Other offences that make it unlikely (although not automatic) for an offer of employment in a school to be confirmed include the following:

* Violent behaviour towards children or young people
* A sexual, or otherwise inappropriate relationship with a pupil (regardless of whether the pupil is over the legal age of consent)
* A sexual offence against someone over the age of 16
* Any offence involving serious violence
* Drug trafficking and other drug related offences
* Stealing school property or monies
* Deception in relation to employment as a teacher or at a school, for example false claims about qualifications, or failure to disclose past convictions
* Any conviction which results in a sentence of more than 12 months imprisonment
* Repeated misconduct or multiple convictions unless of a very minor nature.

If appropriate, applicants will be invited to discuss disclosure information before a final recruitment decision is made.

It may be necessary at times to update the records of existing employees. Existing employees who are found to have criminal records will not be dismissed as a matter of course. Each case will be considered on its merits, and an assessment of risk and relevance will be involved.

The school has adopted the Criminal Records Bureau’s Code of Practice on the use and handling of Disclosure information, and will adhere to it under all circumstances.

A copy of the code is available from Schools HR on request.

### 