

**Rickmansworth School**  
**Application Form for Teaching Post**



Post Applied for: .....

**PERSONAL DETAILS**

Surname/Family Name:		Preferred Title:	
First Name(s):		Previous Surname:	
Home Address:		Present Address (if different):	
Telephone (Home)		Telephone (Work):	
Telephone (Mobile):		Email:	
Date of birth:		NI Number:	
Current Employment			
Name of Establishment:		Employer:	
Type of School:		Key Stage:	
Post Held:		Date Appointed:	
Pay Scale:		Total Annual Salary:	
If your current salary includes additional payments, please state what they are for and the value: (e.g. TLR2b £4,811)			
If the post you are applying for indicates that the use of a car is required, do you have;			
<ul style="list-style-type: none"> <li>- A car available for work?            YES/NO</li> <li>- A current clean driving licence?    YES/NO</li> <li>- Any previous motoring offences?   YES/NO</li> </ul>			
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.			

**EDUCATION AND ACADEMIC QUALIFICATIONS**

Secondary School Education (name of establishment)	From	To	Qualifications Awarded (subjects and grades)

**HIGHER EDUCATION**

**Degree**

Establishment	From	To	Full/Part Time:	Subject/s	Class	Division	Date of award

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**Bed or other first degree combined with Teacher Qualification**

Establishment	From	To	Full/Part Time:	Subject/s	Class	Divis

**Post Graduate Initial Teacher Training (PGCE)**

Establishment	From	To	Full/Part Time:	Subject/s	Class	Division	Date of award

**Other Higher Qualification: eg Masters/Cert Ed/Doctorate/Non-teaching qualification**

Establishment	From	To	Full/Part Time:	Subject/s	Class	Division	Date of award

Please confirm route into teaching (eg Fast track, Direct Teach, Post graduate, OTT)	
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**PRESENT APPOINTMENT (or most recent)**

<b>Post Held:</b>	
<b>Name of Establishment:</b>	
<b>Type of School:</b>	
<b>Address:</b>	
<b>Number on Roll:</b>	
<b>Date Appointed:</b>	
<b>Employer:</b>	
<b>Summary of Job Description:</b>	
<b>Salary*:</b>	
<b>Leadership Scale Spine Point:</b>	
<b>Notice Required:</b>	

\* If your salary includes additional payments, what are they and what is the value? (eg TLR of £4,000)



## PREVIOUS TEACHING APPOINTMENTS

Title of post and name of school/college/other Employer	Type of School, age range and NOR	From	To	Reason for

## EMPLOYMENT OUTSIDE EDUCATION

Employer	Post	From	To	Reason for Leaving

## PROFESSIONAL DEVELOPMENT

(Please give details of recent courses relevant to this application)

Course Title	Provider	Duration	Dates	Qualification eg NPQH

## ANY OTHER RELEVANT WORK EXPERIENCE

Nature of Occupation	Employer	From	To	Reason for Leaving

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

(failure to complete may result in not being called for interview)

	From		To	
	Month	Year	Month	Year

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**PERSONAL STATEMENT**

Details as to how your skills, knowledge and experience match the School's requirements for this position.

**ADDITIONAL INFORMATION (If required. Please see advertisement for further details)**

Any further information you would like to add to support your application

<b>ADDITIONAL INFORMATION (for salary and pension purposes)</b>	
This information is required <b>only if you are not currently employed in a maintained school in this authority.</b>	
National Insurance No:	Teacher Reference no(DfES) --/-----
Date QTS gained:	
Pensions	
Are you currently in receipt of a pension from Teachers' Superannuation Scheme?	YES/NO
Have you elected to OPT-OUT of the Teachers' Superannuation Scheme?	YES/NO If yes, please provide date
Have you elected to participate in the Part-Time Teachers' Superannuation Scheme?	YES/NO If yes, please provide date

Have you elected to pay additional Superannuation Contributions through the Teachers' Scheme?	YES/ If ye:	
If yes, please indicate whether these are:		
a) Widower's Contributions	YES/	
b) Purchase of Past added Years	YES/	
c) Additional voluntary contributions via Prudential Assurance Co.	YES/	
<b>Please attach a copy of the Teachers' Pensions notification as appropriate.</b>		
<b>*If this would be your first teaching appointment in a Local Authority – Maintained School in England or Wales, please attach a copy of your letter from the DFES granting you Qualified Teacher Status.</b>		

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.

Signature:

Date:

**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 enhance 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.

You must also inform us if you are on the List 99/Barred check, disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. The National College of School Leaders (formally The General Teaching Council).

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 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.



### 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:

Applicants 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?

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

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

### DECLARATION BY APPLICANT

From what source did you learn 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 ever lived abroad for a period of more than six months? If yes, please provide details below:	Yes/No

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



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

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, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.

I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.

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 status of two referees who may be approached now. (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.

Name:	Position:
Address:	Email address:
Telephone:	Mobile:
In what capacity do you know the above?	

Name:	Position:
Address:	Email address:
Telephone:	Mobile:
In what capacity do you know the above?	

PLEASE COMPLETE THE PERSON SPECIFICATION BELOW



PERSON SPECIFICATION FORM



Name:	
Job Title:	

- ❖ It is essential that you complete and return this form. Please use supplementary sheets if needed.
- ❖ This form is your chance to show us how well you can do this job
- ❖ Remember just saying you can do it is not enough; please give an example
- ❖ You can use examples from work, school, college, hobbies, voluntary work or daily life

<b>Skills and Abilities</b>



**Experience**

**Knowledge**

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

Signed:

Date: