

APPLICATION FOR TEACHING POST (including Head, Deputy & Assistant Headteacher Posts) - CONFIDENTIAL

Please complete in black ink or type as this form may be photocopied. A Curriculum Vitae will not be accepted. You must complete all sections of the application form.

RETURN IN ACCORDANCE WITH INSTRUCTIONS IN APPLICATION PACK

Position applied for:

Vacancy Reference Number:

School:

Where did you first learn of this vacancy?

Personal Details

Title:	Surname:	Forenames (in full):	
Home Address:		Mobile:	
		National Insurance Number:	
		DfE Reference Number:	
		Former Name(s) if applicable:	
City/Town:			
Postcode:		Do you hold Qualified Teacher Status?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Email:		Do you have Right to Work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Daytime Tel:		Do you have a full driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evening Tel:		Do you have regular use of a vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Education/Qualifications

Please state in chronological order. Applicants offered an appointment will be asked to verify their qualifications.

Name of School/College/University	Level	Awarding Body	Subjects	Grade/Result	Year Obtained

Current Employment

Full details required if your present post is within teaching. Please note relevant contact details must be included.

Date Commenced			Name of School and Local Authority, including relevant contact details (please indicate if Foundation or Independent). If your present post is not within teaching please provide a brief outline of duties	Type and Age Range of School	Age of Children Taught by Applicant	Number on Roll	Allowances or TLRs held (if Head or Deputy, state School Group)	Subject/Special Responsibility/ Senior Post held	Full-Time (F) Part-Time (P) (Please state % of week worked) Supply (S)	Reason for leaving
D	M	Y								

Previous Teaching Experience

Please put most recent job first. Any dismissal or redundancy must be clearly stated. Please note relevant contact details must be included. Continue on a separate sheet where necessary.

Dates of commencement and termination for each post			Name of School and Local Authority, including relevant contact details (please indicate if Foundation or Independent)	Type and Age Range of School	Age of Children Taught by Applicant	Number on Roll	Allowances or TLRs held (if Head or Deputy, state School Group)	Subject/Special Responsibility/ Senior Post held	Full-Time (F) Part-Time (P) (Please state % of week worked) Supply (S)	Reason for leaving
D	M	Y								

Particulars of School Experience During Training

To be completed only by newly qualified teachers or those with less than three years teaching experience.

Name of School and Local Authority	Type and Age Range of School	Age of Children Taught by Applicant	Number on Roll	Did you have responsibility for a class or tutor group? If so, please describe

Gap in Employment Details

Please indicate and explain any gaps in employment, including specific dates since first leaving secondary education, using a separate sheet where necessary.

Date from	Date to	Reason for gap

Other Experience

Please state other experience, voluntary or paid/full-time or part-time (if part-time please state percentage of the week). All experience is valued and should be fully recorded. It may also affect your salary position.

Dates						Position Held (if any)	Employer or Organisation	Nature and brief summary of experience/explanation of gaps in employment
From			To					
D	M	Y	D	M	Y			

In-Service Studies/Other Training

Please highlight training that you have undertaken which is relevant to the post for which you are applying.

Course Name	Course Provider	Duration	Date(s)

Membership of Professional Associations (if applicable to the post for which you are applying)

Organisation Name	Level of Membership/Role/Registration No. (if applicable)

References

Please state below, details of two people to whom reference may be made (family members, ex/current partners, close friends are generally not acceptable referees).

Reference 1 - Your first referee must be your present or last Headteacher/ Employer, if currently or previously employed.

Reference 2 - Your second referee would normally be another previous employer (ideally where you worked with children and young people) or a University or College Tutor (if no previous employment or as an NQT) or a voluntary organisation.

If you were known to your referee under another name, please state name:

Reference 1 Name:	Reference 2 Name:
Address: (Incl. Post Code)	Address: (Incl. Post Code)
Email:	Email:
Tel:	Tel:
Position:	Position:
Organisation:	Organisation:

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process.

Due to safeguarding requirements, references should be obtained prior to interviews for shortlisted candidates, to assist with assessing candidates' suitability to work with children. Can you please confirm below whether or not referees may be contacted prior to interview should you be shortlisted. Please note referees for all Headteacher posts will be contacted prior to the interview by the Local Authority.

Referee 1 may be contacted prior to interview.

Yes No

Referee 2 may be contacted prior to interview.

Yes No

Are you related to any employee or Governor at the school for which you are applying or to a Councillor of South Gloucestershire Council?

Yes No

If YES, give their name, position and relationship.

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The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) unless they are protected disclosures as listed in the Exceptions Order.

Please note: The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide 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. Further information is contained below in the guidance 'self declaration and policy on recruitment of ex-offenders'.

If your application is successful, prior to taking up your post, you will be required to complete a separate DBS application form, and to provide documentary evidence of your identity.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes No

Do you have any adult cautions or convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Yes No

Have you ever been subject to any employment restrictions or sanctions imposed by a regulatory body (e.g., DfE, barred list)? Yes No

If YES, please state details below or return with your application in a sealed envelope marked private and confidential, for the attention of the Headteacher.

Availability

Please state any dates and/or times when you are not available for interview:

How much notice are you required to give?

When are you available to start work?

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Date of Birth

To assist with identity and vetting requirements, please provide your date of birth.

Data Protection Act 2018 (the General Data Protection Act)

Under the terms of the Data Protection Act 2018 the information provided on this form will be held in confidence and used lawfully and fairly for the purpose of recruitment and selection and personnel administration and no other purpose.

General Notes

1. Any form of canvassing will disqualify the candidate.
2. False or misleading information will disqualify an application or, if appointed, render an applicant liable to dismissal without notice.
3. Please return this form by the closing date to ensure consideration.

Declaration

I declare that to the best of my knowledge the information on this application is true. I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from appointment or dismissed without notice. Sign below to confirm that you agree to the above statement.

Signature: _____

Date: _____

Self-declaration of criminal convictions and policy on the recruitment of ex-offenders

Please note that it is a requirement of employment that an enhanced Disclosure and Barring Service (DBS) check is obtained for this post. This means that you must declare any criminal convictions, cautions, reprimands or final warnings unless these are 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

Under previous exemption provisions you would have been required to declare all conviction information regardless of the nature, seriousness or age of the offences committed. However, subsequent amendments to the law mean that you are no longer required to provide details of protected cautions or convictions, and the DBS will apply a filtering process which will identify and remove protected convictions and cautions from the criminal record certificate issued to applicants.

Updates from 28th November 2020:

- warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate
- the multiple conviction rule was removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.

Applicants are directed to the guidance and criteria which explains the [filtering of old and minor cautions and convictions](#) which are now protected so not subject to disclosure to employers.

A conviction is a protected conviction if:

- it does not relate to a listed or specified offence, such as violent and sexual offences
- no custodial sentence was imposed
- it was received by a person aged under 18 at the time of the conviction and five and a half years or more have elapsed
- it was received by a person aged 18 or over at the time of the conviction and 11 years or more have elapsed.

A caution is a protected caution (the term caution includes reprimands and warnings) if:

- it does not relate to a listed offence
- it was given to a person aged 18 or over at the time of the caution and six years or more have elapsed

A listed, or 'specified' offence means that it is included on a list of offences which are serious, relate to sexual or violent offending or are otherwise deemed to be relevant in the context of safeguarding. These will always be disclosed on a standard or enhanced DBS certificate, unless they relate to a youth caution. The legislation also covers equivalent offences committed overseas.

It is very difficult to provide a concise summary of all listed offences. If you have received any criminal convictions or cautions at any time you should refer to the DBS guidance and information available at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

A past criminal conviction will not normally prevent you being considered for employment; it will be necessary to consider the nature of the conviction(s) and other relevant factors having regard to the position applied for. Any information received from your declaration or subsequent DBS certificate will be treated in a confidential manner and in accordance with the DBS code of practice.

It is very important that you do not withhold conviction information unless you have established that it meets the protected criteria. In the event that you inadvertently provide us with details of a protected conviction we are not permitted to use this information as the reason for not appointing you to the post.

Criminal record checks on school staff are carried out in accordance with statutory guidance issued by the Department for Education (DfE) as part of our duty to safeguard the welfare of pupils. This duty applies to all members of school staff, whether or not, they work directly with pupils.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, using criminal record checks processed through the Disclosure and Barring Service

(DBS), Integra Schools HR complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

Integra Schools HR, and recruiting employers:

- undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- can only ask an individual to provide details of convictions and cautions that employers are legally entitled to know about, that is to say where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- can only ask an individual about convictions and cautions that are not protected
- are committed to the fair treatment of staff, potential staff or users of services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background
- have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process, which actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records
- ensure that an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- ensure that all staff who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974 (as amended)
- makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.

Committed to equalities – confidential

The school is committed to equality of opportunity and as part of this commitment we monitor our recruitment and selection process to determine that it is fair to all. Please help the school to monitor our equalities policies and prevent unfair discrimination by answering ALL of the following questions, ticking the appropriate box.

Please note: This information will be used to enable us to monitor our performance as an equalities employer effectively, and for that purpose only. This information will be treated in the strictest confidence, and will not be seen at any time by the selection panel.

Name:	School:
Vacancy applied for:	Vacancy reference number:

Equalities Information

1. Disability

Do you consider yourself to be a disabled person?	No	Yes	Prefer to not to say
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2. Ethnic group

Arab		Gypsy or Traveller of Irish Heritage	
Asian / Asian British	Bangladeshi	Mixed / Multiple Ethnic Groups	*Other
	Chinese		White & Asian
	Indian		White & Black Caribbean
	*Other		* Other ethnic group
Black / African / Caribbean / Black British	African	White	British / English / Welsh / Scottish / Northern Irish
	Caribbean		European
	*Other		Irish
			* Other
		*please specify	

3. Gender / Age / Sexual Orientation

Gender	Female	Male	Prefer not to say
Do you identify as a transgender person?	Yes	No	Prefer not to say
Age	Up to 19 years	20-29 years	30-39 years
	40-49 years	50-59 years	60+ years
Sexual Orientation	Bisexual	Gay man	Gay women, lesbian
	Heterosexual / Straight	Other	Prefer not to say

4. Nationality

Please state your Nationality <i>a full list can be found on the following link</i> List of nationalities - GOV.UK (www.gov.uk)	
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5. Religion or Belief

Buddhist		Jewish		Any other religion	
Christian		Muslim		No religion	
Hindi		Sikh		Prefer not to say	