**TEACHING APPLICATION FORM**

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| **Application for the post of** | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Advertised at school** | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Applicant's** **details** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last name | |  | | | | | | | | | | First name | | |  | | | | | | | | | | | | |
| Any other last names | |  | | | | | | | | | | Title | | |  | | | | | | | | | | | | |
| Address |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | Postcode | | | | | |  | | | |
| Day time contact no. | | |  | | | | | | | | | Evening / Mobile no | | | | | | | | |  | | | | | | |
| Email address | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **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. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Secondary / further education** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of school / college | | | Dates | | | | | | | | | Subject and  Qualification | | | | | | | | | Grade and date  awarded | | | | | | |
| From | | | | | | To | | |
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| **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. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Higher Education:  Establishments attended | | | | | | Dates | | | | | Qualification obtained and date of award | | | | | | Subjects | | | | | | | | | | |
| From | To | | | | Main | | | | | | Subsidiary | | | | |
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| **Present appointment** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School/College/ Establishment | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Local Authority (if applicable) | | | | |  | | | | | | | | | | | | | | | Number on role | | | | | |  | |
| Post Held (specify any additional allowances) | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| (If part-time, please give details) | | | | |  | | | | | | | | | | | Date appointed | | | | | |  | | | | | |
| Subjects, age groups taught and other responsibilities | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
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| Notice required and / or date available if appointed | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Current gross salary | | | | | | | | | | | | | **£** | | | | | | | | | | | | | | |
| **Previous experience**  If part-time appointment please state. You **should not** provide a curriculum vitae as a substitution.  **A continuous employment history is required from when you left full time education.** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Teaching (most recent employment first)** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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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| **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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| **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 approximately two sides of A4. An additional letter is not required. |
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| **Statement in support of application cont.** |
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| **Statement in support of application cont.** |
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| **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.  In addition, you must also illustrate how your experience meets the school’s threshold criteria, which are as follows:   1. the teacher is highly competent in all elements of the relevant standards; and 2. the teacher’s achievements and contribution to the school are substantial and sustained in this school; 3. “highly competent” means performance which is not only good, but also good enough o provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice 4. “substantial” means playing a critical role in the life of the school and making a clear, distinctive contribution to the raising of pupil standards. The teacher takes advantage of appropriate opportunities for professional development and uses the outcomes effectively as evidenced by and improvement pupils’ learning   “sustained” means continuously maintained over a period of 2 school yearsApplicants should confine this to one side of A4. An additional letter is not required. | | | | | | |
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| **Confidential References (Please ensure referees know this reference is being requested)**  Names, addresses and status of two referees (one of whom, if employed, must be your present manager e.g. your Headteacher). References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns. | | | | | | |
| **Present employer** | **Other** | | | | | |
| Name  Address  Tel No *(inc. STD code)*  Fax No  Email address  Occupation | Name  Address  Tel No *(inc. STD code)*  Fax No  Email address  Occupation | | | | | |
| **Further information** | | | | | | |
| National insurance number |  | | | | | |
| Teacher Reference Number |  | | | | | |
| Qualified Teacher Status? | YES | NO | Date |  | | |
| Statutory induction year completed (if qualified after 7 May 1999)? | YES | NO | Date |  | | |
| Would you require sponsorship (previously a work permit) to take up this post? | YES | NO | Date |  | | |
| Where did you see the advertisement for this post? |  | | | | | |
| Please state whether, you are related to a current employee or Trustee of the school. | | | | | YES | NO |
| If YES, please state the nature of relationship. | | | | | | |
| Please list **all** the countries that you have worked / resided in - giving dates "from" and "to": | | | | | | |
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| **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** | | | | | | |
| This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”**. 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:  <https://www.gov.uk/government/collections/dbs-filtering-guidance> | | | | | | |
| **Further information** | | | | | | |
| **Please complete the following questions, taking into account the DBS filtering guidance**. | | | | | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) | | | YES | | NO | |
| If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form. | | | | | | |
| Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the Teaching Regulation Agency (TRA)? | | | YES | | NO | |
| If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form. | | | | | | |
| **Please note** | | | | | | |
| * If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity unless other restrictions are in place through the Children’s Barred List, DBS or Teacher Regulation Agency. * Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment. * **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.** * It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS. * A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request. * Criminal record certificates will only be issued directly to the applicant.  We will request that you show us 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 2016 and Data Protection Act 2018(the Data Protection Legislation). Dove House School Academy Trust abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation. | | | | | | |
| **Declaration** | | | | | | |
| I hereby confirm that the information I have given above is true.  I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed. | | | | | | |
| **Signature of Candidate** | |  | **DATE** | |  | |

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| **Equality Monitoring Form** | | | | | | | | | | | | | | |
| We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately.  This information will be treated confidentially and will not be used in any part of the selection process. | | | | | | | | | | | | | | |
| Post applied for: | | |  | | | | | | | | | | | |
| Last name: | | |  | | | | | First name: | | | | |  | |
| Date of Birth: | | |  | | | | |  | | | | |  | |
| **Gender Identity** | | | | | | | | | | | | | | |
| How would you describe your gender identity? | | | | | | | | | | | | | | |
| Female | | | |  | Male | | | | |  | | Transgender (M-F) | |  |
| Transgender (F-M) | | | |  | Intersex | | | | |  | | Gender neutral | |  |
| Non-binary or you choose to define your gender in another way | | | | | | | | | | | | | |  |
| **Sexual Orientation** | | | | | | | | | | | | | | |
| Please indicate your sexual orientation. | | | | | | | | | | | | | | |
| Heterosexual (straight) | | | |  | Gay woman / Lesbian | | | | |  | | Bisexual | |  |
| Gay man | | | |  | Other | | | | |  | | Prefer not to say | |  |
| **Nationality** | | | | | | | | | | | | | | |
| British | | | | | | |  | Irish | | | | | |  |
| Other EU country | | | | | | |  | Other non-EU country | | | | | |  |
| **Ethnicity** | | | | | | | | | | | | | | |
| Please indicate your ethnic origin. | | | | | | | | | | | | | | |
| British | | | |  | White & Black Caribbean | | | | |  | Indian | | |  |
| Irish | | | |  | White & Black African | | | | |  | Pakistani | | |  |
| Other white background | | | |  | White & Asian | | | | |  | Bangladeshi | | |  |
| Caribbean | | | |  | Other Mixed background | | | | |  | Other Asian background | | |  |
| African | | | |  | Chinese | | | | |  | I do not wish to disclose my ethnic origin to Dove House School Academy | | |  |
| Other Black background | | | |  | Any other background | | | | |  |
| \*Please indicate any other ethnic background: | | | | | | | | |  | | | | | |
| **Disability** | | | | | | | | | | | | | | |
| Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities.  Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment. | | | | | | | | | | | | | | |
| Do you consider yourself to have a disability? | | | | | | | | | | | | | | |
| Yes |  | No | | |  | I do not wish to disclose my disability data to Dove House School Academy | | | | | | | |  |

Thank you for completing this form.

Please return in a sealed envelope with your application form

stating your name and post applying for.

The above information will not be shared with the selection panel prior to interview.

This information will be retained, confidentially, and used for monitoring purposes.

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| **Privacy notice** |
| The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.  We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances: -  • Where we need to take steps to enter into a contract with you  • Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation)  • Where it is needed in the public interest or for official purposes  • Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests  • Where you have provided your consent for us to process your personal data  Sensitive personal information (as defined under the GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing and using this type of personal information. We may process this data in the following circumstances:  • In limited circumstances, with your explicit written consent  • Where we need to carry out our legal obligations in line with our data protection policy  • Where it is needed in the public interest, such as for equal opportunities monitoring  • Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards. Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent  Generally, the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.  You have some legal rights in respect of the personal information we collect from you. Please see the School’s website for further details relating to their privacy notice and data protection policy.  You can contact the School’s Data Protection Officer if you have a concern about the way they collect or use your data.  We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed. |