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|  | **CONFIDENTIAL** | | | | | | |  |
|  |  |  |  | **TEACHING APPLICATION FORM** | | | |  |
|  | **Please use black ink/ print when completing this form** | | | | | | |  |
|  | **1.** Application for the post of | | |  | | | (as advertised) |  |
|  | **Data Protection Act:** This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Trustees of the school in the first instance. | | | | | | |  |
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|  | **2.** Last Name |  | | | First Names |  | |  |
|  |  |  |  |
|  |  | | | | | | |  |
| Title Any Previous Last Names            Postcode:  Address | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| Daytime  Tel No.  E-mail |  | Evening /Mobile  Tel No. |
|  | |

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

**(a) Secondary / Further Education**

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

1. **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 | |
|  |  |  |  |  |  |  |  |

**4. Present appointment**

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 | | | | | | |  |  |  |  |  |
|  | | | | |
|  | |  | | |  | | |  |  |  |  |
| Point of Scale and Current Gross Salary | | £ | | |  | | | | | | |
|  | | |

1. **Previous experience (**If part-time appointment please state.) **A continuous employment history is required from when you left full time education.** **A separate curriculum vitae should not be enclosed in substitution**
2. **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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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.**

1. **Job related training** (include membership of professional institutes, vocational and non-vocational courses)

|  |  |  |  |
| --- | --- | --- | --- |
| Institute / Courses studied | From | To | Standard or level achieved and date awarded |
|  |  |  |  |

1. **Outside interests and hobbies**

|  |
| --- |
| Please provide a brief description of your outside interests and hobbies |
|  |

**8. 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.

1. **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.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **10. Further information** | | | | | | | | | |
| 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 |  |
|  | | | | | | | | | |
| Would you require sponsorship (previously a work permit) to take | | | **YES** |  |  | **NO** |  | Date |  |
| up this post? | | | | | | | | | |
| Where did you see the advertisement for this post? | |  | | | | | | | |

**(1) Present Employer**

Name:

Address:

Telephone Number:

Fax Number:

Email address:

Occupation:

**(2)**

Name:

Address:

Telephone Number:

Fax Number:

Email address:

Occupation:

|  |
| --- |
| **Billing Brook School employees must not allow personal and/or private interests to influence their conduct as employees.**  **In particular Billing Brook School requires all applicants (and existing employees) to inform Billing Brook School if they have any other current employment and also if they, their partners or close relatives have an interest in a private enterprise. If Billing Brook School considers that there is conflict of interest (as a result of information disclosed) you will not be considered for employment. Non disclosure of a possible conflict of interest could also result in any employment being terminated.**  ***Please detail any such information below.*** |

**11. DECLARATION OF INTEREST IN PRIVATE ENTERPRISE / CODE OF CONDUCT**

1. **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** 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) 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/organisations/disclosure-and-barring-servic](https://www.gov.uk/government/organisations/disclosure-and-barring-service)e

Please complete the following questions, taking into account the DBS filtering guidance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been convicted of any criminal offences, warned or reprimanded or | **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 Agency? **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** (previously CRB). This will require youto complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
  + 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.**
  + 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 Data Protection Act 1998. 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.

**13**. Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, are you related to a County Councillor, senior member of Northamptonshire Children’s Services Department, a governor or a current or past employee or Billing Brook School **YES / NO**

If YES, please state the nature of the relationship and the name of the County Councillor, senior member of Northamptonshire Children’s Services Department; governor or employee of Billing Brook School

**14**. I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes in accordance with the Data Protection Act 1998. This may include analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

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

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.

By submitting my application, I agree for references to be sought, should I be shortlisted for interview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of Candidate |  | Date |  |  |
|  |  |  |

**Equalities Monitoring Form (Confidential)**

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.

BILLING BROOK SCHOOL

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**Post applying for:**

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| --- |
|  |

**Name:**

|  |  |  |
| --- | --- | --- |
|  | I do not wish to disclose my age |  |

**Age:**

|  |  |  |
| --- | --- | --- |
|  | Male |  |

**Gender:** Female

|  |  |  |
| --- | --- | --- |
|  | British |  |

**Nationality:** Irish

|  |  |  |
| --- | --- | --- |
|  | Other EU Country |  |

Other Non EU Country

**Ethnicity:**

Please indicate your ethnic origin:

**A White B Mixed C Asian & Asian British**

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British White & Black Caribbean Indian

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Irish White & Black African Pakistani

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Other White background \* White & Asian Bangladeshi

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| **D Black & Black British** | **E Chinese or other group** |

Other Mixed background \* Other Asian background \*

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I do not wish to disclose my ethnic origin to Billing Brook School

Black Caribbean Chinese

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Black African Other

**\*** Please indicate any other ethnic background:

|  |
| --- |
|  |

Other Black background \*

*Continued**overleaf*

**Sexual Orientation:**

Please indicate your sexual orientation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Heterosexual |  | Transsexual |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Gay |  | Lesbian |  |

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| --- |
|  |

I do not wish to disclose my sexual orientation to Billing Brook School

**Faith:**

Which religion do you most identify with?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Christian | |  | Baha’i |  | Buddhist |  |
|  | Jewish | |  | Hindu |  | Jain |  |
|  | No Religion | |  | Muslim |  | Sikh |  |
|  | Other (Please specify) |  | | |  | Rather not say |  |

**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 Billing Brook School

**Thank you for completing this form.**

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

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

**Completed forms should be submitted either with your application form (if applying direct) or emailed to [head@bbrook.co.uk](mailto:head@bbrook.co.uk)**