

# Oakington Manor Primary School

## APPLICATION FOR A TEACHING POSITION

Please complete in type or black ink (refer to guidance notes for help) **CONFIDENTIAL**

Post Title	Post Reference
School	

PART A – Personal Details														
First name(s)		Last Name	Maiden Name	Title										
If you have been known by any other names, please list these here along with the dates used:														
Date of birth:														
Current Address														
Postcode														
Telephone number	Day	Evening	Mobile											
Email														
National Insurance Number														
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Do you have qualified teacher status: Yes <input type="checkbox"/> No <input type="checkbox"/>														
Date of Recognition as Qualified Teacher:	Have you completed a period of probation/induction? Yes <input type="checkbox"/> No <input type="checkbox"/>													
DfES number:	Are you registered with the GTC?: Yes <input type="checkbox"/> No <input type="checkbox"/>													

Do you require a certificate of sponsorship to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any other restrictions on you working in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		

Please indicate if you have a disability that you would like the school to take into account:
Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered 'yes' please give details of any assistance you need during the recruitment and selection process:





**Part D - Experience/relevant skills/further information**

Use this section to show how you meet the criteria for this post drawing on all aspects of your education, skills and experience. Please ensure that you address all criteria on the person specification.

**Part E – Verification of Employment and Declarations**

**Referees.** Please give the names of two people who can provide you with a reference. One should be your current or most recent employer. If you are not currently working with children, but have done so in the past, then one of your references should be from that employer. References will not be accepted from relatives or friends.

Referee 1		Referee 2	
Name		Name	
Occupation/status		Occupation/status	
Address		Address	
Telephone No.		Telephone No.	
Email		Email	

**Voluntary Aided Schools** (if applicable). Candidates for either Roman Catholic or Church of England Schools should give the address of the Parish Priest or Vicar as appropriate.

Name	Status
Address	
Telephone no.	
Email	

We will seek to obtain references for all shortlisted candidates prior to interview. We will ask for any necessary confirmation of relevant qualifications and whether there have been any disciplinary offences, whether or not these are time expired, relating to children or whether the applicant has been the subject of any child protection concerns, along with the outcome of any enquiry.

**Declaration of Interests**

Are you related or do you have a close personal relationship with a Governor, Teacher or other staff member at the school, or a local Councillor? Yes  No

If you have answered 'yes', please give details:

If appointed, do you have any business and/or financial interests which might conflict with the duties of this post? Yes  No

If you have answered 'yes', please give details:

## Rehabilitation of Offenders Act and Declaration of Fitness to work with Children

It is an offence for an individual to attempt to engage in regulated activity (working with children). As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions.

As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school are also required to carry out a DBS check in order to determine your suitability for the role.

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if an Enhanced DBS check reveals information which we reasonably believe would make you unsuitable for the role. 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.

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 the answer is yes, please provide full details on the self-disclose form and return in a sealed envelope – marked confidential**

## Declaration and fair processing statement

**I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment. Failure to disclose information, or providing false information may result in rejection of the application form and/or disciplinary action being taken, including dismissal.**

This school is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the authority for prevention and detection of fraud. It may also share this information with other bodies administering public funds for this purpose.

**Signed:**

**Date:**

**Appendix 1  
SELF DISCLOSURE FORM  
(PLEASE RETURN IN A SEALED ENVELOPE)**

**SECTION 2 – to be completed by the Head of School with member of Staff**

<b>Full Name:</b>
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<b>Is the type / nature of offence(s) directly relevant to the post?</b>	<b>Yes</b>	<b>No</b>
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**Please provide details:**

**Section 2**

<b>When did the relevant offence(s) occur?</b>	Less than 2 Years	More than 2 years
<b>Have satisfactory References been received?</b>	Yes	No

<b>In light of the above, does the applicant constitute a 'risk'?</b>	Yes	No
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<b>Did the applicant declare this on their application form</b>	Yes	No
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<b>Signed by Head Teacher:</b>
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<b>Signed by Member of Staff:</b>
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<b>Date:</b>
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