**This Application Form is for teacher roles, including those of Assistant, Deputy and Headteacher. Those applicants not applying for Leadership positions are not required to fill in certain sections of this form, notably details of Church references.**

Once you have completed your online Application Form in FULL, please submit it via email to vacancies@st-christophers.org for the attention of Mrs Grimshaw.

Please note that, in the interests of economy, the receipt of an application is not acknowledged. If you have not been contacted within seven days of the closing date, you should assume that your application has not been successful.

**Vacancy Details**

|  |  |
| --- | --- |
| Position applied for: |  |
| Contract type: | Permanent  Temporary |
| Contract term: | Full-time  Part-time  Job share |

**Applicants Personal Details**

|  |  |
| --- | --- |
| Title: |  |
| First name(s): |  |
| Surname: |  |
| Previous names: |  |
| Date of Birth: |  |
| Gender: | Male  Female  Prefer not to say |
| Permanent address: |  |
| Work telephone number: |  |
| May we telephone you at work? | Yes  No |
| Home telephone number: |  |
| Mobile telephone number: |  |
| Email address: |  |
| Teacher reference number: |  |
| National Insurance number: |  |

**Teacher Status**

|  |  |
| --- | --- |
| Do you have Qualified Teacher Status? | Yes  No |
| QTS Certificate Number (if available): |  |
| Date of qualification as a teacher: |  |
| If NQT, probationary period/NQT Induction year completed? | Yes  No |
| If yes, please add date of completion: |  |
| Are there any restrictions on your residence or employment in the UK? | Yes  No |
| If yes, please give details: |  |

**Present or Most Recent Employment (or College Details if Applying as an ECT)**

|  |  |  |
| --- | --- | --- |
| Name of school/college: |  | |
| Address: |  | |
| Type and status of establishment: |  | |
| Age range: |  | |
| Number of pupils: |  | |
| Post held: |  | |
| Dates employed: | From: | To: |
| Is this employment: | Permanent  Temporary  Full-time  Part-time  Job share | |
| Subjects with levels taught or specialisms: |  | |
| Reason for leaving: |  | |
| Scale point and present salary (incl. allowances): |  | |

**Superannuation Scheme**

|  |  |
| --- | --- |
| Are you a member of the Teachers’ Pension Scheme? | Yes  No |
| If you contribute to another scheme, please give details: |  |
| Have you elected to pay superannuation contributions for part-time teaching i.e signed a part- time election? | Yes  No |

**Previous Teaching Employment**

Start with most recent and detail all employment.

All students seeking a first appointment should give details of teaching practice.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School, college or other employer:** | **Type or status of establishment:** | **Age range and roll (approx.):** | **Title of post (include special responsibilities):** | **Dates of employment** | |
| **From (MM/YY):** | **To**  **(MM/YY):** |
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**In-Service Training**

Any in-service training undertaken during the past three years relevant to this application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title:** | **Provider:** | **Dates and duration of course:** | **Award (if any):** |
|  |  |  |  |
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**Education and Academic Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School, college or university:** | **Name:** | **Date from:** | **Date to:** | **Subjects / Qualifications / Grades / Honours, dates awarded and awarding body:** |
| **Secondary** |  |  |  |  |
| **Further Education** |  |  |  |  |
| **Higher Education** |  |  |  |  |
| **Further Postgraduate qualifications (including PGCE)** |  |  |  |  |
| **Vocational Qualifications** |  |  |  |  |

**Other Paid Work / Voluntary Work Experience**

Please give details of and explain any gaps in dates shown.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer/organisation:** | **From:** | **To:** | **Nature of occupation:** |
|  |  |  |  |
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**Activities, Skills and Interests**

Please give details of any other activities, skills and interests relevant to this post:

**Professional Bodies**

Please give details of any professional body of which you are a member:

**Other Specialised Training**

Please give details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on-the-job training).

**Driving**

|  |  |
| --- | --- |
| Do you hold a full, current UK licence? | Yes  No |
| If yes, what type of licence? | Private/Light Goods  HGV  Class: |
| Do you hold a PSV licence, which would allow you to drive a school minibus? | Yes  No |

**Religious Affiliation**

|  |  |
| --- | --- |
| Please indicate your religious affiliation, if any: |  |
| Please give a brief outline of your involvement in Church life, if applicable: |  |
| Which Centre of Worship do you regularly attend? |  |
| Address: |  |
| Name of priest, minister, elder etc…: |  |
| Address: |  |

In the case of a Headteacher, Deputy Headteacher and Head or Coordinator of Religious Education we will apply to the above named person for a reference in support of your application to teach in a Church school (alternatively, please give below details of another person willing to provide such a reference for you). **For Teaching roles providing such a reference is not required.**

|  |  |
| --- | --- |
| Name: |  |
| Status: |  |
| Address: |  |
| Context in which you are known to the above: |  |

**Professional References**

Please supply the names and addressed of two persons willing to provide references. One should be from your current or most recent employer.

**References will not be accepted from relatives or people writing solely in the capacity of friends.**

First Reference

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone number: |  |
| Email: |  |
| Position held: |  |
| Context in which you are known to the above: |  |

Second Reference

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone number: |  |
| Email: |  |
| Position held: |  |
| Context in which you are known to the above: |  |

**Supporting Statement / Letter of Application**

**Criminal Convictions**

Have you ever been convicted of any criminal offence? Yes  No

Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer ‘no’ to this question even if you have, in the past, been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded, under the Rehabilitation of Offenders Act, 1974 (Exemptions) Order, 1975, from the protection of the Act. It is therefore, suggested that you take appropriate advice if you are in any doubt as to the correct answer to give. If yes, please specify date of conviction, Court, nature of offence and sentence imposed:

**Disclosure and Barring and Recruitment Checks**

St Christopher’s CE High School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and St Christopher’s CE High School privacy notice.

**Do you have a DBS certificate?:** Yes  No  Date of check:

If you’ve lived or worked outside of the UK in the last 5 years, St Christopher’s CE High School may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 years?:** Yes  No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. We may conduct online searches of shortlisted candidates as part of our due diligence checks. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

**Time Spent Living and/or Working Overseas**

If you’ve lived and/or worked outside of the UK, St Christopher’s CE High School must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:

* The amount of information you disclose in the DBS check
* The length of time you’ve spent in or out of the UK

**Right to Work in the UK**

St Christopher’s CE High School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

Find out more about how the St Christopher’s CE High School recruits teachers from overseas in [guidance from the Department of Education](https://www.gov.uk/guidance/recruit-teachers-from-overseas).

**Sign and Date**

**Name (please print):**

**Sign:**

**Date:**

**Marketing Information**

How did you find out about this vacancy? *(Please tick all that apply)*

Word of Mouth  School Website  Social Media  Current Staff

Indeed  TES  .GOV Jobs  Greater Jobs

Other

Other please state:

**When completed, please return this form to:**

By email to:

**vacancies@st-christophers.org**

By post to:

**Mrs C Grimshaw, PA to the Headmaster**

St Christopher’s CE High School

Queens Road West

Accrington

BB5 4AY

If you have any questions, please contact **c.grimshaw@st-christophers.org** or **01254 232992**

If we have not contacted you within seven days of the closing date, your application has been unsuccessful at this time.