# KLB-logo no name darkerKATHARINE LADY BERKELEY’S SCHOOL

Wotton-under-Edge

Gloucestershire Tel: 01453 842227

GL12 8RB www.klbschool.org.uk

## Confidential Application for a Teaching Appointment

Please note that CVs cannot be accepted. Please complete all sections of this form as appropriate either electronically or using black ink. Please note that Sections 1 and 2 will be removed prior to shortlisting.

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| **Post applied for:** |  | **Closing date:** |  |

**Section 1. Personal Details**

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| --- | --- | --- | --- |
| **Title** |  | **Surname** |  |
| **First name(s)** |  | **Former names** |  |
| **Home address** |  | **Term address (if different)** |  |
| **Postcode** |  | **Postcode** |  |
| **Day/Work telephone** |  | **Mobile telephone** |  |
| **Email address** |  | **DfE number** |  |
| **Date of birth** |  | **NI number** |  |

**Section 2: Equal Opportunities**

As part of our commitment to equal opportunities we request that you complete the following information. This information is used for monitoring purposes only. All information will be treated as confidential and will not be used when shortlisting or deciding whether an applicant is successful/unsuccessful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination.

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| **Ethnic Origin** | |
| * Prefer not to say * Asian or Asian British – Bangladeshi * Asian or Asian British – Indian * Asian or Asian British – Pakistani * Asian or Asian British – Caribbean * Mixed Ethic – White & Asian * Mixed Ethnic – White & Black Caribbean * Other Ethnic Group – Arab * White – Irish * White – Welsh/English/Scottish/N.Ireland | * Any other ethnic group (not listed) * Asian or Asian British – Chinese * Asian or Asian British – Other * Black or Black British – African * Black or Black British – Other * Mixed Ethnic – White & Black African * Mixed Ethnic Group – other * White – Gypsy or Irish Traveller * White – Other * Other Ethnic Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Religion/Belief** | |
| * Buddhist * Hindu * Muslim * Other * Prefer not to say | * Christian * Sikh * Jewish * None |

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| **Gender** | |
| * Female * Prefer not to say | * Male |

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| **Age Range** | |
| * 16-17 * 18-24 * 25-29 * 30-39 | * 40-49 * 50-59 * 60-64 * 65+ |

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| **Sexual Orientation** | |
| * Bisexual * Gay woman * Prefer not to say | * Heterosexual/Straight * Gay man |

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| **Disability** |
| The Equality Act (2010) defines a disabled person as someone with a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.  Do you consider yourself to have such a disability? □ Yes □ No |

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| **Disability Category** | |
| * Hearing Impairment * Learning Disability * Neurological condition * Physical co-ordination difficulties * Sensory impairment * Mobility impairment * Reduced physical capacity * Visual impairment (not corrected lenses) | * Learning Difficulties * Mental Health Condition * Physical impairment * Longstanding illness or health condition * Speech impairment * None * Prefer not to say * Other |
| Please identify any special requirements, adjustments or equipment which may assist you:   1. in the recruitment process 2. to enable you to carry out the job | |

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| **Right to Work** |
| Do you have a legal right to work in the UK? □ Yes □ No |

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| **Declaration** | | | |
| I declare that the information given in this application is to the best of my knowledge complete and correct.  I understand that any false, incomplete or misleading statements may result in my application no longer being considered, my appointment not being confirmed or my subsequent dismissal. | | | |
| **Signed** |  | **Date** |  |

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|  |  |
| --- | --- |
| **Post Reference Number** | **Candidate Reference Number (for office use only)** |
|  |  |

**SECTION 3: TEACHING QUALIFICATIONS**

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| --- | --- |
| ITT Provider (University, School, etc) |  |
| Course undertaken to obtain QTS |  |
| Subject Specialisms |  |
| Year Group(s) taught |  |

**SECTION 4: EDUCATION DETAILS**

**Secondary Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| School Name and Town/City | Dates (mm/yy) | | Examinations  (subjects/results – please include A level grades) | Date of award |
| From | To |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Further/Higher Education and Training | | | | | |
| University/College Name | Dates (mm/yy) | | Subjects | Qualification  (inc degree class) | Date of award |
| From | To |
|  |  |  |  |  |  |

**Teaching Service**

Full time, part time or continuous supply of at least one term’s duration. For teachers who will be newly qualified, please list teaching practice schools

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of School** | **F/T**  **P/T** | **Mixed**  **Boys**  **Girls** | **Type of School\*** | **Subjects and Age Ranges Taught** | **Grade/Scale/TLR** | **Period of service** | |
| **From** | **To** |
| Current Post: |  |  |  |  |  |  |  |
| Previous Posts: |  |  |  |  |  |  |  |

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| --- | --- | --- | --- |
| **Salary in last/current post** |  | **Point on pay spine in last/current post** |  |

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| **Courses, Seminars, Conferences and In-Service Training in the last two years** (of at least one day’s duration) | | | |
| **Title of course, seminar, conference or training and qualification obtained (if applicable)** | **Organising body** | **Duration** | **Dates** |
|  |  |  |  |

**Commercial / Industrial or other employment**

|  |  |  |
| --- | --- | --- |
| **Name of Employer** | **Nature of Employment** | **Dates of Employment** |
|  |  |  |

**Gaps in employment dates**

|  |  |  |
| --- | --- | --- |
| **Date From:** | **Date To:** | **Reason for Gap:** |
|  |  |  |

**SECTION 5: OTHER RELEVANT INTERESTS AND SKILLS**

Please provide details of other relevant interests and skills

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**SECTION 6: REFERENCES**

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. We intend to take up references on all shortlisted candidates before interview and reserves the right to take up references from any previous employer. If we receive a factual reference i.e. one which contains only limited information about you, additional references may be sought. If you have previously worked overseas we may take up references from your overseas employers. If we feel it is necessary to take up additional references for any reason we will contact you to discuss this before approaching any party for an additional reference. We may also telephone your referees in order to verify the reference they have provided.

**Reference 1**

|  |  |  |
| --- | --- | --- |
| **Name, Position and Organisation** | **Address** | **Telephone number and email address** |
|  |  |  |

**Reference 2**

|  |  |  |
| --- | --- | --- |
| **Name, Position and Organisation** | **Address** | **Telephone number and email address** |
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**SECTION 7: REHABILITATION OF OFFENDERS**

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| **The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared.**    I confirm that the information given on this form is, to the best of my knowledge, true and complete, and my name is not on the Barred List, and I have not been disqualified from working with children, or am subject to sanctions imposed by a regulatory body. I have no convictions, cautions, or bind-overs, or have attached details of their record in a sealed envelope marked ‘Confidential’. |

**SECTION 8: DATA PROTECTION**

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| --- |
| The information that you provide on this form will be used to process your application for employment.  The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. If unsuccessful, we will destroy all applications after 6 months. We may check the information provided by you on this form with third parties. |

**SECTION 9: DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that the information given in this application is to the best of my knowledge complete and correct.  I understand that any false, incomplete or misleading statements may result in my application no longer being considered, my appointment not being confirmed or my subsequent dismissal. | | | |
| **Signed** |  | **Date** |  |