**LINCOLN CHRIST’S HOSPITAL SCHOOL**

**Wragby Road, Lincoln, LN2 4PN. Tel: 01522 881144**

**EDUCATING IN LINCOLN SINCE 1090**

**APPLICATION FOR TEACHING STAFF POST**

* This form should be completed in typescript or black ink.
* Separate sheets of information may be attached where necessary.
* A CV will not be accepted.
* A letter on A4 paper should be included with this form to support your application.
* Please complete and include the Equal Opportunity Monitoring Form – located on our website.

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| **POST APPLIED FOR:** |  |

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| **SECTION A – Personal Details** | |
| Name in full  (Inc. Dr/Mr/Mrs/Miss/Ms/Mx) |  |
| Previous Name(s) /  Maiden Name |  |
| Home Address |  |
| Telephone Number(s)  Home / Mobile |  |
| Email Address |  |
| DfES reference number |  |
| National Insurance Number |  |
| Current Driving License | Yes / No |
| Do you have the right to work in the UK? | Yes / No  Please also state what documentation you can provide this, e.g. British passport/ current document issued by the Home Office:    Please ensure this documentation is available to the School when requested. |

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| **SECTION B – Present teaching post (if applicable)** | |
| Job Title |  |
| Full Time / Part Time  (Inc. hours if part time) |  |
| Dates of Employment |  |
| Reason for Leaving |  |
| Current salary scale/grade /spinal point  (including any TLR) |  |
| Name and address of school |  |
| Name and address of local authority (if applicable) |  |
| Type of School |  |
| Singe sex/mixed? |  |
| Number on roll |  |
| Age range taught |  |

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| **SECTION C – Teaching Qualifications** | |
| Teaching Qualifications |  |
| Date qualification awarded  (month and year) |  |
| Date of completion of probation |  |
| Specialist subject(s) |  |

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| **SECTION D – Education and Training** | | |
| **Secondary / Further Education**  **Name of Secondary School** | **Dates From - To**  **(month and year)** | **Qualifications Achieved**  **(subject and grade/level)** |
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| **Higher Education /**  **Teacher Qualifications**  **Name of College(s) /University(s)** | **Dates From - To**  **(month and year)** | **Qualifications Achieved**  **(subject and grade/level)** |
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| **SECTION E – Training attended in the last 3 years** | | | |
| **Institute** | **Course** | **Qualification/Level Achieved** | **Dates** |
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| **SECTIONN F – All previous teaching posts held (list in chronological order beginning with the most recent)**  If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form **must** provide a **complete** chronology from the age of 16 **– please ensure that there are no gaps in the history of your education, employment and other experience.** **Failure to provide a full account may lead to your application being rejected.** | | | | | |
| **Name of Education Authority and Division/Area** | **Name, type of school, and whether single sex/mixed** | **Approx. number on roll** | **Post title, grade/scale, and if full or part time** | **Age range taught** | **Dates**  **(month and year)**  **(inc. reason for leaving)** |
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| **SECTION G – All non-teaching employment held (list in chronological order beginning with the most recent)** |
| **Please give details including dates of other employment or occupations, including HM Forces and present post (if applicable)**  If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form **must** provide a **complete** chronology from the age of 16 **– please ensure that there are no gaps in the history of your education, employment and other experience.** **Failure to provide a full account may lead to your application being rejected.** |
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| **SECTION H – Membership of Professional Bodies** | | | |
| **Name of Professional Body** | **Membership Status** | **Was membership gained through examination?** | **Date** |
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| **SECTION I – Medical Information** | |
| **Note:**   * The successful candidate will be required to complete a pre-employment medical form. * Applications from candidates with disabilities are welcomed and the school will make every effort to ensure a fair selection process. | |
| Do you consider yourself to have a disability? | Yes / No  If yes, please give details: |
| Do you have any special requirements in relation to your interview arrangements? | Yes / No  If yes, please give details: |
| If you consider that you have a disability, please describe any reasonable adjustments which you feel should be made to the job itself which, if you were appointed, would enable you to carry out the job duties. |  |

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| **SECTION J – Criminal Offences** |
| Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (ii) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order, 1975 and you are therefore **not** entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act and, in the event of employment, **any failure to disclose such convictions could result in dismissal or disciplinary action by the Governors.** |
| Please give details of any conviction for a criminal offence(s) or pending criminal charges, including cautions at any time: |

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| **SECTION K – Disclosure and Barring and Recruitment Checks** |
| **Lincoln Christ’s Hospital School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.** |
| Lincoln Christ’s Hospital 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 LCHS privacy notice.  **Do you have a DBS certificate?** Yes / No **Date of check:**  **Are you a registered member of the DBS Update Service through payment of an annual subscription?** Yes / No  **If yes, do you give consent to Lincoln Christ’s Hospital School and/or the HR provider to carry out a Status Check on sight of your original DBS certificate?** Yes / No  To enable a Status Check to be carried out, please provide the following information:  **Applicant’s Surname (as shown on DBS certificate):**  **Date of Birth:**  **DBS certificate number:** |
| **If you’ve lived or worked outside of the UK in the last 5 years we 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 |
| **Internet Searches**  In line with updated Keeping Children Safe in Education Guidance, LCHS will conduct online searches of shortlisted candidates for information that is publicly available through social media and activity searches. We will limit our search to information that is publicly available, and we will not ask for access to private account information.  If you have any concerns about this, please raise it with our HR and Operations Manager via, Miss C Hart at [chart@lchs.uk](mailto:chart@lchs.uk) or on 01522 881144. |
| Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  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.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. |

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| **SECTION L – General** | |
| Have you made an application to this school before? | Yes / No  If yes, please give details: |
| Are you to your knowledge, related to any employee(s) or Governor(s) at the school? | Yes / No  If yes, please give details including name(s), position(s), and relationship(s): |
| Please use this space below to demonstrate how you meet the person specification for the post you are applying for. The job description and person specification will be available on our website. You may attach additional sheets if necessary. | |
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| **SECTION M – Referees** | | |
| * References may be called for prior to interview if you are shortlisted. * If you are presently in employment you must provide the name of your current employer. If you are not in employment, you should provide us with a referee from your most recent employer, within the last 5 years. * We will not accept personal or relative referees – referees must be from a professional capacity. * Should you wish us not to contact your current employer prior to interview, we will not do so (see below). | | |
| Do you agree to us contacting your current employer prior to interview? | Yes / No  If no, please be aware that an offer of employment will not be confirmed until a reference has been obtained. | |
| **Referee 1**  **Current or most recent employer** | | **Referee 2**  **Last employer** |
| **Name:** | | **Name:** |
| **Status:** | | **Status:** |
| **Address:** | | **Address:** |
| **Tel Number (no mobile numbers):** | | **Tel Number (no mobile numbers):** |
| **Work email (no personal email addresses):** | | **Work email (no personal email addresses):** |

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| **Data Protection Statement** |
| The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner. |
| **Declaration** |
| I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true.  I understand that any false declaration or misleading statement or a significant omission or canvassing governors or staff directly or indirectly may disqualify me from employment and render me liable to dismissal with or without notice.  I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a 6 months probationary period, and a medical report, all of which must be deemed by the school as satisfactory.     |  |  | | --- | --- | | **Signature of Applicant:** | **Date:** | |