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**Application for Employment**

**Teaching Post**

**CONFIDENTIAL**

Please read the Guidance Notes before completing this form

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| **Post details** | |
| Post applied for | 🞸 |

**1. Personal Details**

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| **Personal details** | |
| Title (Mr, Mrs, etc.) | 🞸 |
| First name | 🞸 |
| Middle name(s) |  |
| Surname (family name) | 🞸 |
| All previous surnames | 🞸 |
| National Insurance number |  |

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| **Address details** | |
| Full Postal Address | 🞸 |
| Postcode | 🞸 |
| Mobile phone | 🞸 |
| Home phone | Area code       number |
| Email address | 🞸  (Our main method of contacting you will be through the e-mail address you provide here) |

**2. Employment**

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| **Current employment or occupation** | | | | |
| **Job Title** (or course details if currently a student) |  | | | |
| **Name and type of school** (or school/ college/ university) |  | | | |
| **Number of students on roll** |  | | | |
| **Age group taught** |  | | | |
| **Current salary** (If part time include percentage of full time) |  | | | |
| **Date started** (month/ year) | **Month** |  | **Year** |  |

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| **Previous employment or occupation** | | | | |
| Please give a full history, **in chronological order, starting with your most recent occupation** and ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training please record these providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc). Provide start and end dates for all occupations.  If you have further periods please place on a numbered continuation sheet. | | | | |
| Job title or Occupation | Organisation/Company name | Date started **(month/year)** | Date left **(month/year)** | Reason for leaving |
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**3. Education, Training and Qualifications**

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| **Qualifications** | | | | | |
| Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications). If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.  If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section. | | | | | |
| Do you have Qualified Teacher Status (QTS)? | | | 🞸 | | |
| Teacher reference number | | | 🞸 | | |
| Name at time of degree, qualification or PGCE (if different) | | | 🞸 | | |
| Name of qualification  *Example: GCSE* | Subjects Taken  *English/Biology/French/PE* | Grade achieved  *B* | | School/ College/ University attended  *Lord Williams’s School* | Date awarded (month/ year)  *June 2005* |
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| **Membership of professional bodies** | | | | |
| Please give details of any professional bodies to which you belong | | | | |
| Name of professional body | Level of membership | Membership number | | Date of membership |
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| **Training** | | | | |
| Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the *Relevant Skills and Experience* section. | | | | |
| Name of course | | | Date completed (month/ year) | |
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**4. Skills and Experience**

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| **Relevant skills and experience** |
| Please read the Person Specification and then show by giving examples, any experience, behaviours and skills as to how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities.  Please be specific and give examples wherever possible – these can be drawn from any aspect of your life.  **Please use text field below to describe your relevant skills and experience.  This field will expand as necessary to contain your details.** |

**5. Referees and Additional Details**

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| **Referees** | | | |
| Please give details of at least two referees who can confirm that you meet the selection criteria for the post. **Your referees should not be related to you in any way nor writing solely as a colleague or friend**. If you are (or have recently been) employed, one **must** be your current or last employer i.e. Head of Establishment. If you are (or have recently been) a student, one should be a senior staff member from your place of study. If you are not currently working with children or young people but have done so in the past, one referee should be from a senior manager in that organisation.  **Please note that we take up references for all shortlisted candidates and approach previous employers for information to verify particular experience or qualifications before interview.** | | | |
| **Referees:** | 🞸**Referee 1**  **(Current or most recent line manager)** | 🞸**Referee 2** | **Referee 3** |
| Title | 🞸 | 🞸 |  |
| Full Name | 🞸 | 🞸 |  |
| Job Title | 🞸 | 🞸 |  |
| Organisation Name | 🞸 | 🞸 |  |
| Address | 🞸 | 🞸 |  |
| Postcode | 🞸 | 🞸 |  |
| Contact Telephone No. | 🞸 | 🞸 |  |
| Email address | 🞸 | 🞸 |  |
| In what capacity are you known to this referee? | 🞸 | 🞸 |  |
| May we contact this referee without further authority from you? | 🞸 | 🞸 |  |

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| **Additional details** | |
| Is anyone in your household or family an employee or governor of Lord Williams’s School?  🞸  If you have answered "Yes" to the question above, please provide details: | |
| Do you have the right to work in the United Kingdom  The 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. | 🞸 |
| If you have answered No to the question above, do you require sponsorship under the UK points based registration system? | 🞸 |
| When would you be available to start work? |  |

**7. Data Protection and Recruitment Checks**

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| **Data Protection Notice** |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with General Data Protection Regulations and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations   You’ll find more information on how we use your personal data in our privacy notice for job applicants which can be found on our school website. [Click here.](https://www.lordwilliams.oxon.sch.uk/staff-vacancies/2547.html) |

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| **Disclosure and Barring and Recruitment Checks** |
| Lord Williams’s 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 is considered relevant to the role.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  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 the School’s privacy notice. |
| **Do you have any convictions or cautions (excluding youth cautions, reprimands, or warnings) that are not ‘protected’ as defined by the Ministry of Justice?**  ***(For further information on Disclosing Criminal Record Information please see the separate application guidance notes )***  🞸  If yes, please give details including the offence and the date: |
| **Do you have any prosecutions pending?**  🞸  If yes, please give details and proposed date of hearing: |
| **Do you have a DBS certificate for your current employment?:**  🞸  Date of check: |
| **Are you registered with the DBS Update Service?** 🞸 |
| If you have lived or worked outside of the UK in the last 10 years the 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, for a period of more than 3 months, in the last 10 years?:**  🞸  If you have answered ‘Yes’ please supply further details of the countries and time periods. |

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

Any convictions listed on a DBS check will be considered on a case-by-case basis.

**8. Declaration**

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| Declaration | | | |
| **You cannot sign this form on screen.** By entering your full name and submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge.  **You may be required to sign your application at a later stage of the selection process**.  The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection notice contained in this document. | | | |
| Full Name |  | Date | /     / |
| Signed |  | Date |  |

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**9. Equal Opportunities and Personal Details**

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| **Equal opportunities** |
| Lord Williams’s School is an equal opportunity employer and is committed to promoting equality and social inclusion. Lord Williams’s School operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help Lord Williams’s School monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.  This information is confidential and does not form part of your application. It will be detached from your application form when it is received, and the information will not be taken into account when making the appointment. |

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| **Personal details** | |
| Surname (family name) | 🞸 |
| First name | 🞸 |
| Age Range | 🞸 |
| Gender | 🞸 |
| Sexual Orientation | 🞸 |
| Do you consider that you have a disability? | 🞸 |
| Religion and/or belief | 🞸 |
| Are you employed by Lord Williams’s School ? |  |
| To which of the following groups do you consider you belong? | 🞸 |

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| Where did you see this post advertised, please specify the name of the publication/website |

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| **Information for candidates with a disability** |
| Lord Williams’s School welcomes applications from all sectors of the community, including candidates with a disability.  Oxfordshire Employment Service (an Oxfordshire County Council Service) provides information, advice and guidance on employment-related issues to applicants with a disability or long term health condition. For more information contact 01865 815809 or email oes@oxfordshire.gov.uk.  The Equality Act 2010 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”  You can obtain further advice from the Equality and Human Rights Commission [www.equalityhumanrights.com](http://www.equalityhumanrights.com)  Tel: 0808 800 0082 |

**Arrangements if selected for interview**

Please give details below of any adjustments which would need to be made in order for you to attend if you are selected for interview

e.g. Interview information on audio tape, in large print format, wheelchair accessible location

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**Arrangements if appointed**

Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed.

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