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| **TEACHING APPLICATION FORM** |

PMGHS is committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers to share this commitment.

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| **Vacancy Details** | |
| Job Title: |  |
| Job reference number: |  |
| School/Location: | PMGHS |
| **Advertising origin** | |
| Where did you hear about this vacancy? |  |

It is the School’s policy to ensure that all appointments are made on merit. **This part of the form is for monitoring purposes only and will be kept separate from any members of the shortlisting or interviewing panel**. In order to monitor the effectiveness and success of this policy it would be helpful to us if you provide the information requested below regarding your personal details. The details supplied by you on this form are confidential, but will form part of the personnel record of the successful candidate.

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| **Personal Details** | |
| Title: |  |
| First name(s): |  |
| Last name: |  |
| Previous Name (s): |  |
| Date of Birth: |  |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| Email address: |  |
| National Insurance Number: |  |

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| Date of achieving QTS/Probationary Period: |  |
| If you hold NPQH please state date obtained: |  |
| DCSF/TRN Number: |  |
| Are you registered with the GTC?  [www.gtc.org.uk](http://www.gtc.org.uk)  If **yes** please provide: | YES  No  Registration Number:  Expiry Date of Registration: |
| Are you a member of the Teachers Pension? | YES  NO |

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| **TEACHING EXPERIENCE** |

Please list all teaching jobs held starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency). **There should be no gaps in your employment and education history. Please indicate where you were and the dates of any gaps you may have.**

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| **Current Teaching Posts** | |
| Name of school/employer: |  |
| Job Title: |  |
| Salary: |  |
| Date first went through threshold, if applicable: |  |
| Date from (dd/mm/yyyy): |  |
| Date to (dd/mm/yyyy) (if applicable): |  |
| Age Range taught: |  |
| Status/Curriculum/Responsibilities/Subjects |  |
| Period of notice required (if applicable): |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: |  |

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| **Previous Teaching Posts** | | | | | | |
| Name of school/  employer: | Job Title &  Salary | Date from -  Date to  (dd/mm/yyyy) | Age Range taught | Status/  Curriculum/  Responsibilities /Subjects | Reason for leaving | Please provide brief details of duties and responsibilities |
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| **Previous Teaching Posts** | | | | | | |
| Name of school/  employer: | Job Title &  Salary | Date from -  Date to  (dd/mm/yyyy) | Age Range taught | Status/  Curriculum/  Responsibilities /Subjects | Reason for leaving | Please provide brief details of duties and responsibilities |
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| **Employment history other than teaching** | | | | |
| Job Title: | Name and Address of employer: | Tel Number: | Date from – Date to (dd/mm/yyyy) | Reason for leaving |
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If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience.

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| **EDUCATION AND TRAINING** |

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications.

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| EDUCATION (formal qualifications)\* | | |
| College / University | Qualification/Result/Grade | Date Obtained |
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| Type of Teacher Training (Please tick)\* | Early Years | Primary | Middle |
| Secondary | Special | FE |

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| Relevant Training | | |
| Date | Course Title | Organising Body |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | |
| Name of Professional Body | Type of membership | Date of Membership | Membership Number |
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| **SUPPORTING INFORMATION** |

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| **Skills, Knowledge and Experience** |
| This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.  Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.   * Please don’t include CV’s. * Ensure that the information you provide is well organised and relevant. * It should show to that extent you have gained the skills and experience necessary for the post. * Give specific examples of the work you have been involved in, how you went about it and the outcome. * Always remember to specify your responsibilities rather than those of your section or department |

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| **Eligibility to work in the UK** |
| Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements. |
| Do you have an entitlement to work in the UK? **YES  NO** |

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| **MONITORING EQUALITY AND DIVERISTY** |

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| **Gender** |
| Male  Female  Is your gender identity the same as the gender you were assigned at birth?  Yes  No |

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| **Ethnic Origin** | | |
| **White** | British |  |
|  | Irish |  |
| Traveller of Irish Heritage |  |
| Gypsy/Roma |  |
| Polish |  |
| Other White European |  |
| Other White |  |
| **Mixed** | White and Black Caribbean |  |
|  | White and Black African |  |
| White and Indian |  |
| White and Pakistani |  |
| White and Bangladeshi |  |
| Other mixed |  |
| **Asian or Asian British** | Indian |  |
|  | Pakistani |  |
| Bangladeshi |  |
| Kashmiri |  |
| Other Asian |  |
| **Black or Black British** | Caribbean |  |
|  | African |  |
| British |  |
| Somali |  |
| Other black |  |
| **Chinese or other** | Chinese |  |
|  | Other ethnic group |  |
| Unknown |  |

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| **Religion/Belief** | | | |
| Buddhist |  | Muslim |  |
| Christian |  | Sikh |  |
| Hindu |  | Other |  |
| Jewish |  | No Religion |  |

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| **Caring Responsibilities** |
| Is there anyone who relies upon you for care and attention AND that you assist with their daily routine?  Yes  No  If yes, please indicate who you provide such care for?  Adults (18 over)  Children |

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| **Disability** | |
| This organisation has made a commitment to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification. | |
| 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 his or her ability to carry out normal day to day activities. (i.e. Has lasted or is expected to last over 12 months)  Do you consider yourself to be disabled according to this definition?  Yes  No  If you answered yes, how would you define this impairment? | |
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| Please specify any arrangements we can make to assist you if you are invited for interview/assessment. | |
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| REHABILITATION OF OFFENDERS | |
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## This post involves working with children, young people, vulnerable adults or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must, therefore, disclose details of cautions, bind-overs, reprimands, final warnings and convictions, including ‘spent convictions’. Any failure to disclose such information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position.

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| **Declaration** | |
| Have you at any time received, or do you have pending, a caution, bind-over, reprimand, final warning or conviction? | Yes  No |

If yes, please state;

Do you have any previous offences/s? If so please give details

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| Nature of Offence/s (i.e. Conviction, caution, bind–over, reprimand, warning or allegation) | Offence/s | Date of Offence/s | Disposal (if known) |
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| **OTHER APPLICANT DETAILS** |

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| Are you currently, or have you previously been employed by this organisation? | Yes  No | |
| If yes, please provide dates from and to and reasons for leaving (if applicable): | Date from: |  |
| Date to: |  |
| Reason for leaving (if applicable): |  |

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| Are you related to a Councillor, Governor or senior officer of this organisation? | Yes  No | |
| If yes, please provide details: | Name: |  |
| Relationship to you: |  |

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| Dismissed |
| Have you ever been dismissed from any employment for any reasons other than redundancy?YES  NO  If YES please give details, including dates, reasons and employer. |
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| **TTIME SPENT LIVING/AND OR WORKING OVERSEAS** |

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| **Have you lived or worked outside of the UK since the age of 18?:** ☐ Yes ☐ No  If yes, please give details, including countries and relevant dates: |

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| **DECLARATIONS** |
| I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.  I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge  I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal.  **YES** |

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| **REFERENCES** |

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| Please provide the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.)  References will be sought prior to interview, the references will ask your current/previous employer/tutor about any disciplinary offences relating to children. Please note that for Headteacher and Deputy Headteacher appointments a reference will automatically be sought from your current L.A. |

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| **Current or most recent employer** | |
| Referee name: |  |
| Job title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| Email address: |  |
| In what capacity do you know the referee? |  |
| Are you related to, or the partner of this referee: | Yes  No |

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| **Previous Employer** | |
| Referee name: |  |
| Job title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| Email address: |  |
| In what capacity do you know the referee? |  |
| Are you related to, or the partner of this referee: | Yes  No |

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| **Disclosure** |

**Safeguarding Vulnerable Groups Act (2006)**

Preston Muslim Girls High School is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

**I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children’s Barred List**

**Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)**

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered ‘spent’ under the terms of the Act. However, changes to the legislation in 2013 mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any relevant previous criminal background. We will provide more information on protected offences at that stage.

If you are the successful applicant, you will be required to have an Enhanced Disclosure & Barring Service disclosure & we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

**I agree that the appropriate enquiry may be made to the Disclosure & Barring Service**

**Data Protection Act 2018**

The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the Data Protection Act 2018 and General Data Protection Regulation. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy or contact us for more information on 01772 651906.

**I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other 3rd Party Processors for the purpose of this recruitment in accordance with Data Protection 2018.**

**Disclosure**

A candidate for any appointment with Preston Muslim Girls High School must state below any known relationship to any member of the Governing Body/Board of Trustees or related to an employee of School when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.

**Are you related to any member of the** Governing Body/Board or **existing employees of the school?**

**Yes**  **No**

**If YES, give details:**

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| **I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DIMISSAL.**  **Signed:**       **Date:**  **BY SUBMITTING THIS FORM ONLINE, I AGREE THAT THIS IS EQUIVALENT TO ME SIGNING THE DECLARATION.** |