**St Catherine’s College**

**Application form for a teaching post**

St Catherine’s College is committed to being an equal opportunities employer. The aim of our policy is to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, disability, gender, religion, age, marital status, sexual orientation, medical condition (including people living with HIV or AIDS) or is disadvantaged by any conditions or requirements which cannot be shown to be justified. St Catherine’s College is committed to the safeguarding and promotion of welfare of all children and young people.

The information requested in this form is important in assessing your application. Please complete this form in full. Unless stated otherwise, CVs are not acceptable. Please write/type in black ink. Please ensure that you save this document before sending, otherwise all data may be lost. Completed forms together with a covering letter should be emailed to swindsor@stcatherines.college by the closing date of **noon, Wednesday 12 January 2022**.

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| **Job details** |
| Post applied for: | Teacher of English |
| School / Establishment: | St Catherine’s College |
| Subjects (if to specialise): |  |
| If the post is full-time, would you be prepared to consider working on a job-share basis? | [ ]  Yes [ ]  No |
| If appointed when can you start: |  |

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| **Personal details** |
| Title: |  |
| First name: |  |
| Family Name / Surname: |  |
| Maiden or previous name(s): |  |
| Home address: |  |
| Correspondence address (if different from above): |  |
| Email address: |  |
| Daytime telephone number: |  |
| Home telephone number: |  |
| Mobile telephone number: |  |
| National Insurance number: |  |
| Teacher’s Reference number |  |

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| **Education & Qualifications**(NB: Shortlisted candidates will be required to produced qualification certificates at interview) |
| GCSE or equivalent | Pass marks | Dates |
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| ‘A’ OR AS level | Pass marks | Dates |
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| Higher Education  |
| University : |  | Date: |  |
| Degree in: |  | Award: |  |
| Subject (s) studied | Pass marks | Dates |
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| **Additional Education & Qualifications – Initial Teacher Training** |
| University / College / Designated Recommending Body (DRB): |  |
| Qualification gained: |  | Date: |  |
| Date Qualified Teacher Status obtained: |  |
| Have you passed the QTS skill tests: | [ ]  Yes [ ]  No |
| Age range(s) for which trained: |  |
| Principal Subject: |  |
| Subsidiary subject(s): |  |

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| **Further Qualifications & Further Training**(Including one year and one term courses and any recent short courses (e.g. NPQH) |
| University, College or Organising Body | Subjects & Course Title | Qualifications Obtained | Length of courses & Dates |
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| **Current or most recent teaching post** |
| Name & Address of school / establishment |  |
| Name of Local Authority: |  |
| Type of school: |  [ ]  Boys [ ]  Girls [ ]  Mixed (Please select as appropriate) |
| Number on roll: |  |
| Telephone no: |  |
| Position title: |  |
| Subjects taken: |  |
| Date appointed: |  |
| Working hours: | [ ]  Full-time [ ]  Part-time (please specify hours per week) |
| Pay Scale: | [ ]  Main [ ]  Upper [ ]  Leadership |
| Spinal Column Point: |  |
| Additional allowances (Please specify type and value) |  |
| Are you still employed by this establishment? | [ ]  Yes [ ]  No |
| Date and reason for leaving (if applicable) |
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| **Previous Teaching Experience**(Please give the fraction of full-time where the post is / was part-time) |
| Name of School & Authority | Type of School & Number on Roll | Post held | Period of service From To (exact dates) | Reason for leaving |
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| **Non-teaching employment experience** |
| Employer | Position | From / To | Reason for leaving |
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| **Other History**(Please ensure that you provide a complete chronological history by listing below any periods not covered above in your employment history, e.g. travel, unemployment, sabbatical, carer responsibilities etc.) |
| From | To | Reason |
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| **Declaration by Applicant** |
| **Other employment** |
| In order to ensure compliance with the Working Time Regulations and the relevant pensions legislation, you must tell us about any other employment you hold that you intend to continue with should you be appointed. We also need to know which, if any, pension scheme you are an active member of in respect of these posts. |
| Job title, hours per week and employer | Active pension scheme membership |
| *e.g. Teacher, 0.5FTE, Kent County Council* | *Teachers Pension Scheme* |
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| **Pension**  |
| Are you in receipt of a pension awarded through the teachers’ ill health retirement arrangement? | [ ]  Yes [ ]  No |
| If ‘YES’, give details below: (including the date pension arrangements took effect) |
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| (Please note that if you were awarded an ill-health pension on or after 01 April 1997, you are not eligible for future employment as a teacher) |
| **Safety and Welfare of children** |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated? | [ ]  Yes [ ]  No |
| If you have answered ‘YES’ to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form. |
| I have attached details as requested. | [ ]  Yes [ ]  No |
| **Disciplinary Record** |
| Are you (or have you ever been) dismissed from a teaching post for alleged misconduct or incompetence or resigned in the face of such allegations? | [ ]  Yes [ ]  No |
| If ‘YES’, please give details: |  |
| Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this applications? | [ ]  Yes [ ]  No |
| If ‘YES’, please give details: |  |
| Have you ever been barred from working with children? | [ ]  Yes [ ]  No |
| If ‘YES’, please give details: |  |

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| **Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006** |
| Under the Rehabilitation of Offenders Act (ROA) job applicants are only required to declare criminal convictions which are not considered “spent” under the Act. Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as “regulated”. This means that they are all exceptions to the ROA and therefore you are required to declare any convictions (including bind over and cautions) regardless of whether or not they would be considered spent in other circumstances. |
| Have you ever been convicted of a criminal offence? |  [ ]  Yes [ ]  No |
| Are there any alleged offences outstanding against you? |  [ ]  Yes [ ]  No |
| If ‘YES’ to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.  |
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| **Relevant Experience & Other Information** |
| The information you provide in this section is important in assessing your application. Please use the space (and/or additional A4 sheets, if necessary) to state your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job (please refer to the person specification for the post).You should include details of the following, where they are relevant to the requirements of the post: present and previous teaching posts or teaching practices if you are newly qualified, other paid or unpaid employment or any other activities outside the workplace. |
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| **Leisure Interests** |
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| **Referees** |
| Name, address (inc Post Code if known) and Status/Position of two persons to whom reference may be made who can comment on your teaching and/or organisational ability. One must be your present or most recent employer. The other must be a previous employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from a School, Higher Educational Establishment or an Initial Teacher Training provider at which you most recently carried out teaching experience. If you are not currently working with children, you should provide details of the employer where you last worked with children. If you are a trainee teacher, please provide the name and address of your course tutor from your teacher training college. References will not be accepted from relatives or from people writing solely in the capacity of friends.**Headteacher Application Process:**In the case of applications from serving Headteachers, please give the name and address of your current school Chair of Governors and Director of Children’s Services. In the case of applications from serving Deputy Headteachers, please give the name and address of your current Headteacher and Director of Children’s Services. |
| 1) Present/Most recent employer/Chair of Governors |
| Name: |  |
| Address: |  |
| Occupation: |  |
| Telephone no. |  | Fax no. |  |
| Email address: |  |
| 2) Previous employer/Director of Children’s Services |
| Name: |  |
| Address: |  |
| Occupation: |  |
| Telephone no. |  | Fax no. |  |
| Email address: |  |
| 3) Course Tutor (trainee teachers only) |
| Name: |  |
| Address: |  |
| Occupation: |  |
| Telephone no. |  | Fax no. |  |
| Email address: |  |
| **NOTE:** References will be taken up if you are called for interview. In view of the nature of the job no offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in "Previous Employment" on page 2 of this form. If, for any reason, you feel unable to give your present or most recent employer as a referee, please send a covering letter explaining why. |

**What happens next?**

**If we have not contacted you shortly after the closing date, please assume that you have not been successful.** If you are the successful/preferred candidates, we will need two satisfactory references, proof of your necessary qualifications, medical clearance, and proof of your eligibility to work in the UK before you start work with us. If your post is subject to DBS clearance, this will also be required.

Rehabilitation of Offenders

This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and associated Order and therefore all convictions, cautions, and bind-overs, including those regarded as 'spent', must be declared if you are successfully shortlisted for the role.

The Diocese of Chichester Academy Trust iscommitted to safeguarding and promoting the welfare of children and vulnerable adults. If your job requires you to be in regular contact with children or vulnerable adults, we will also need to obtain an Enhanced DBS clearance before you start work with us.

**Declaration**

The information that you provide will be handled and processed in accordance with the Data Protection Act 1998. If you are appointed, this information will form part of your personnel record and may be used by the Trust for business purposes including the prevention and detention of fraud.

**I declare that all information given as part of my application is true. I declare that I am not on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body and accept that false information may result in my application being disqualified and, if appointed, could lead to dismissal. I understand that a Disclosure and Barring check will be carried out.**

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| **Signature or X** |  |  |  |
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NB: Attachments

**This form has been designed to gain all the information from you which we require for shortlisting. Only attach further documents which you think will support your application with further information.**

**Should you require any further information or would like to make an appointment to visit us please contact, Sandie Windsor, Head of Personnel, Tel: 01323 465469.**

**Equal opportunities monitoring**

**Strictly confidential**

**The Diocese of Chichester Academy Trust is dedicated to promoting equality and fairness.** Your job application will be assessed on merit and **you will receive equal treatment** regardless of your gender, age, disability, or ethnic origin. To help us make sure that this policy of equality is working and to take steps to ensure progress is made towards achieving equality and diversity in the workplace, we need to know about the people who are applying for jobs with us.

**Telling us the following details about yourself is your decision and is voluntary. Information given will be separated from your application before it is assessed** and will be used for statistical and monitoring purposes only. This information will be treated as **strictly confidential** and will be held on our computerised personnel system.

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| **Gender** |  |  |  |  |  |  |  | **Date of birth** |  |
|  |  | Male |  | Female |  | Transgender |
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| **Disability** |  |  |  |  |  |  |  |  |
|  |  | None |  | Yes |  | Prefer not to say |
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If you need any assistance to attend or participate in the interview, please do let us know.

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| **Ethnic origin** |  |  |  |  |  |
|  |  | British (white) |  | Indian (Asian or Asian British) |
|  |  |  |  |  |
|  |  | Irish (white) |  | Pakistani (Asian or Asian British) |
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|  |  | Any other background (white) |  | Bangladeshi (Asian or Asian British) |
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|  |  | White and black Caribbean (mixed) |  | Any other background (Asian or Asian British) |
|  |  |  |  |  |
|  |  | White and black African (mixed) |  | Caribbean (Black or Black British) |
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|  |  | White and Asian (mixed) |  | African (Black or Black British) |
|  |  |  |  |  |
|  |  | Any other background (mixed) |  | Any other background (Black or Black British) |
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|  |  | Any other ethnic group |  | Chinese |
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|  |  | Prefer not to say |  |  |
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