

**Application Form for Teaching Position**

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| **SECTION 1 JOB REF: …………..**  **Vacancy Details All sections must be completed** | | | | |
| Position applied for: |  | | | |
| Main Subject: |  | | Subsidiary Subject: |  |
| Other Subject Interests:  e.g. Sport, Music, Drama etc | |  | | |
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| **Personal Details:** | | | | | | | | |
| Title |  | | First Name(s) | | |  | | |
| Surname | |  | | | | | | |
| If you have previously been known by another name, please specify: | | | |  | | | | |
| Address | |  | | | | | | |
| Contact Details | | Please only include contact numbers or email addresses that you are happy for us to use. | | | | | | |
| Daytime Contact Number: | | |  | | | |
| Evening Contact Number: | | |  | | | |
| Mobile Number (if different): | | |  | | | |
| Email Address: | | |  | | | |
| DfE Registration Number | | | | |  | | | |
| Do you hold Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status? | | | | | YES | | NO | If yes, please confirm below whether you hold QTS or QTLS and the date it was awarded: |
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| Do you currently have the right to work in the UK? | | | | | YES | | NO | If no, please specify your circumstances below: |
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| National Insurance number | | | | |  | | | |

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| **SECTION 3**  **Education** (Post Age 16) | | |
| Institution(s) attended | Dates | Qualifications gained |
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| Please include any higher degrees in this section | | |

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| **Membership of Professional Bodies:** | | |
| Please give details of any relevant professional bodies to which you belong. | | |
| Name of Professional Body | Membership Status | Date Membership Commenced |
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| **SECTION 4**  **Professional Training and Development**  (Please include details of any relevant training or staff development) | | |
| Institution Attended | Course | Date |
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| Interests (e.g. hobbies, sports, voluntary work) | | |

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| **SECTION 5**  **Current/Last Employment** |

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| Employers Name:  Employers Address:  (Town)  (County)  (Postcode) | Position:  Grade/Salary:  Date Commenced:  Date of Leaving (if applicable):  Period of Notice: |
| Reason for leaving (if applicable) | |
| Employer’s Name……………………………………………………………………… (if applicable)  Brief description of duties/responsibilities: | |

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| **Other Previous Employment (chronologically listed).** Please account for any gaps in employment and complete **all** sections. | | | | |
| Employers Name & Address | Position | Dates | Salary | Brief outline of responsibilities |
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| **Statement of Application:** |
| You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:   * The reasons why you are applying for this post; * The personal qualities and experience that you feel are relevant to your suitability for the post; * Key responsibilities and achievements in your present or most recent job which are relevant to this application; * Details of any relevant interests or activities. |
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| **Referees:** | | | |
| * References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us before submitting your application form.** * The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee **must** be that employer. If you are an Early Career Teacher, one referee **must** be your college tutor. * If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. If you are a serving (or ex) Headteacher or Principal, your referee should be the chair of the relevant governing body (or alternatively this can be the CEO of a multi-academy trust). * If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer. * Please do not name relatives or people acting solely in their capacity as friends as your referees. * **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.** | | | |
| **Referee 1** | | **Referee 2** | |
| Title (Miss/Mr etc) |  | Title (Miss/Mr etc) |  |
| Name |  | Name |  |
| Role |  | Role |  |
| Address |  | Address |  |
| Tel. Number |  | Tel. Number |  |
| Fax Number |  | Fax Number |  |
| Email Address |  | Email Address |  |
| In what capacity do you know the referee? |  | In what capacity do you know the referee? |  |

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| **Declarations:** | |
| This post is **exempt from the Rehabilitation of Offenders Act (ROA) 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check.  If you are shortlisted for interview you will be required to declare any cautions, convictions, reprimands or final warnings which are not protected (i.e. that are not filtered out\*), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). You will also be required to disclose any other information that would suggest that you may be unsuitable to work with children. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, for example through the DBS check, then this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to the ROA and data protection legislation.  \* *Amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are ‘protected’ meaning that they are not subject to disclosure to employers and cannot be taken into account.*  *All guidance and criteria on the filtering of these cautions and convictions can be found in the* [*DBS filtering collection on the Gov.uk website*](https://www.gov.uk/government/collections/dbs-filtering-guidance) *and further information on disclosing a criminal record can also be obtained from Nacro:* [*www.nacro.org.uk*](http://www.nacro.org.uk)  **It is a criminal offence to apply for this role if you are barred from engaging in regulated activity relevant to children.** | |
| Are you currently registered with the DBS Update Service? | YES/NO |

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| **Declaration of Relationships:** | |
| Are you related to, or do you have a close personal relationship with, an existing member of staff or member of the board of governors? | YES / NO |
| If YES, please provide below his/her name and role, and state your relationship: | |

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| **Disability** |
| Do you consider yourself as having a disability? Yes/ No\* |
| If you have a disability what equipment, adaptations or adjustments to working conditions would assist you in carrying out your duties? |

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| I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. | | | |
| Signature of Applicant |  | Date |  |
| If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for an interview.  **Thank you for your application.** | | | |

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| **How to Apply:** |
| The completed application form can be returned by email or post to the address below or as stated in the job recruitment pack. Please refer to the application process within the job recruitment pack for any specific details.  Holyhead School  Milestone Lane  Holyhead Road  Handsworth  Birmingham B21 0HN  Telephone: 0121 523 1960  Fax: 0121 523 1969    Email: recruitment@holyheadschool.co.uk |

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| **Equality Monitoring Form** | | | | | | | | | | |
| We aim to select all staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete this form and return it with their application, however completion **is optional**. In accordance with data protection legislation, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will not be shared with the selection panel.** **For the successful candidate, the form will be retained securely as part of the confidential staff record.** Thank you. | | | | | | | | | | |
| Post Applied For: |  | | | | | Where did you see this post advertised? | |  | | |
| ***Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.*** | | | | | | | | | | |
| **Gender:** | Female |  | Male |  | Prefer to self-describe | |  | | : |  |

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| **Age:** | 16-24 |  | 25-34 |  | 35-44 |  | 45-54 |  | 55-64 |  | 65+ |  |  |

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| **Disability:** | Do you consider yourself to have a disability? | | | | Yes |  | No |  |  | | |
| **Ethnicity:** | How would you describe your ethnic group? Please tick **one** category below. The categories are based on the population census. | | | | | | | | | |
| **White** | | |  | **Asian / Asian British** | | | | | | |
| English / Welsh / Scottish / Northern Irish / British | |  |  | Indian | | | | | |  |
|  | Pakistani | | | | | |  |
| Irish | |  |  | Bangladeshi | | | | | |  |
| Gypsy or Irish Traveller | |  |  | Chinese | | | | | |  |
| Any other White background (specify if you wish): | |  |  | Any other Asian background (specify if you wish): | | | | | |  |
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| **Mixed / Multiple Ethnic Groups** | | |  | **Black / African / Caribbean / Black British** | | | | | | |
| White and Black Caribbean | |  |  | African | | | | | |  |
| White and Black African | |  |  | Caribbean | | | | | |  |
| White and Asian | |  |  | Any other Black / African / Caribbean background (specify if you wish): | | | | | |  |
| Any other Mixed / Multiple ethnic background (specify if you wish): | |  |
| **Other Ethnic Group** | | | | | | |
|  | |  |  | Arab | | | | | |  |
|  | |  | Any other ethnic group (specify if you wish): | | | | | |  |
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**FILTERING OF CAUTIONS AND CONVICTIONS**

This document provides guidance on the convictions which do not need to be declared on your application form. Please read carefully before answering this question. Further information is available from: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a DBS Certificate) were developed by the Home Office and the Ministry of Justice and introduced with new legislation:

The legislation is:

* Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013
* Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

**The Filtering Rules.**

For those 18 or over at the time of the offence:

An adult conviction will be removed from a DBS Certificate if,

11 years have elapsed since the date of conviction; and it is the person’s only offence, and

it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the range of offences which will never be removed from a certificate, which include serious sexual and violent offences. (see Exceptions to the Rules). If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after six years have elapsed since the date of the caution

– and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence:

For convictions, the same rules apply as for adult convictions, except that the elapsed time period is five and a half years.

For cautions, the same rules apply as for adult cautions, except that the elapsed time period is two years.

**Exceptions to the Rules**

Some offences will never be removed from a DBS Certificate. These include the most serious sexual and violent offences. You can view this specified list of offences [www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-](http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-) filtered-from-a-criminal-record-check

If you are unable to access the internet please contact the school who will be able to send this information to you direct.