**APPLICATION FOR TEACHING APPOINTMENT AT KINGSMEAD SCHOOL**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We follow Safer Recruitment procedures.

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| --- | --- |
| Please return this form to the address given in the advertisement or application pack.  This form should be typed or handwritten in black ink for photocopying purposes. | |
| Application for the post of |  |
| Closing Date |  |
| How did you hear about this post?  (Name of publication if advertised) |  |

**Part A: Personal details**

|  |  |
| --- | --- |
| Family name / surname |  |
| Previous surname(s) |  |
| Forename(s) |  |
| Known name: (if different from forename) |  |
| Preferred title (Eg. Mr, Mrs, Miss, Ms, Dr) |  |
| Current address |  |
| Postcode |  |
| National insurance number |  |
| Preferred contact telephone number |  |
| Alternative telephone number |  |
| Email address – (only if preferred form of contact and in regular use) |  |
| Date of birth |  |

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| --- | --- |
| Teacher Reference Number |  |
| Date of Enhanced Disclosure |  |

**Declaration**

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| --- | --- | --- | --- |
| I confirm that I am entitled to live and work in the United Kingdom.  I am willing for this data to be held and processed by Kingsmead School and to be verified with relevant third parties. This may include previous employers.  The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police. | | | |
| Signed |  | Date |  |
| If you are applying online and are shortlisted, you will be asked to sign your application at interview | | | |

**Notes for candidates**

1. All sections of the application form must be completed. Incomplete applications will not be accepted. The application must then be forwarded to the school, as specified in the advertisement, for processing.
2. Kingsmead School is committed to the protection of children and young people. You are therefore required, in this application, to provide dates and details of your employment history that you might not, in other forms of employment, be required to provide. In order to ensure that our recruitment practices are safe and robust we will explore any gaps in your employment history and any dates that you provide in your application.
3. If you are completing the application form electronically, additional information, which you consider relevant, may be submitted on a separate sheet or sheets if there is insufficient space on the form. Please do not glue/attach information to the form as it makes it difficult to photocopy.
4. You are welcome to attach a letter in support of your application but, unless requested otherwise in the advertisement or job details, you are asked **not** to send curriculum vitae, testimonials or other documents.
5. The information supplied by you on this form will be used for recruitment and selection purposes only. The School undertakes that if it needs to use the information for any other purpose, it will not do so without having first obtained your consent.
6. The School has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. You may be required to complete a confidential health declaration form and, if so, the offer of employment will be subject to receipt of a satisfactory medical report. In some cases a medical examination may be necessary before an appointment can be confirmed.
7. All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this, the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or provide other evidence of their entitlement to work in the UK.
8. This post requires a criminal background check via the Disclosure Procedure.
9. Spent Criminal Convictions: The post for which you are applying is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal **any** information concerning spent or unspent convictions, cautions, reprimands or warnings. Failure to disclose information concerning such convictions in your application for this post may lead to dismissal or disciplinary action by Governors or Trustees. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post.
10. Kingsmead School strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, ethnic or national origin, gender, marital status, religion, sexual orientation or political belief.
11. Canvassing the support of Trustees, Governors or staff of Kingsmead School may lead to the disqualification of a candidate’s application.
12. Candidates called for interview will be reimbursed reasonable travelling and subsistence expenses as soon as possible after the interview. The successful candidate will be reimbursed his/her expenses with the first month’s salary after taking up the appointment. If a candidate declines an appointment if it is offered, no expenses will be paid unless the Governors or the School decides that there are extenuating circumstances.
13. The School is committed to safeguarding and promoting the welfare of children and young people and our recruitment and selection processes are particularly rigorous in relation to child protection. You should be aware that aspects of the assessment process and interview will explore your motivation and suitability to work with children.

**Part B: Education and training**

Please provide information about post-16 education and training you have received in this country or abroad and include all qualifications obtained, including degrees, with class and division and Teaching Certificates (most recent first).

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| --- | --- | --- | --- | --- |
| Establishment | Full or part time | Subjects studied and examinations taken | Qualifications obtained | Dates attended |
|  |  |  |  |  |

**Part C: Teaching experience**

Please give details of all teaching experience (most recent first). NB: It is a requirement of DCSF Guidance: Keeping Children Safe in Education (September 2016) that any gaps in employment history are identified and fully explained.

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| --- | --- | --- | --- | --- |
| Local Education Authority or employer, name and size of school (number on roll) | Age range taught (specific range required) | Dates of employment and reasons for leaving | Post / position held  Curriculum responsibilities / subjects | Point or relevant salary scale and allowances |

Current Post

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Previous posts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Gaps in employment will need to be verified by at least one of the referees where possible.

**Part D: Previous appointments, other than teaching (most recent first)**

Please provide information on any other relevant experience, including family commitments and voluntary work.

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| --- | --- | --- |
| Name and address of employer or organisation | Dates of employment and reasons for leaving | Job title and description |
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\* For posts working with children/vulnerable adults you must provide all dates.

**Part E: Professional development**

Please give details of any professional development and in-service training courses attended which you consider to be relevant to this post (most recent first).

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| --- | --- | --- | --- | --- |
| Organising body / provider | Course title / theme | Date | Duration | Outcomes, including assessed result as appropriate |
|  |  |  |  |  |

**Part F: How to Apply**

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| Use this part of the form to complete the task from the ‘How to Apply’ sheet |
|  |

**Part G: References**

**References will be taken up prior to interview for shortlisted candidates.** If you need to discuss this please contact the school. Unless you are seeking your first teaching appointment, you must quote your present or most recent Headteacher or equivalent person. Your referees will be asked about your suitability to work with children and at least one of your referees must be able to comment on your teaching abilities. We reserve the right to approach any of your previous employers in connection with this application. References will not be accepted from relatives or from people who are responding solely in the capacity of friends of their applicant. References will be requested by email where possible and it is your responsibility to ensure that your referees consent to their details being provided.

**Because this post involves working with children, all references will be requested**

**for shortlisted candidates prior to interview and all gaps in employment must be**

**accounted for**.

|  |  |
| --- | --- |
| **Name of first referee** |  |
| Job title of referee |  |
| Address (including postcode) |  |
| Email address if available |  |
| Daytime telephone number |  |
| Position / relationship to you |  |
| Dates of your employment | From: / To: / |

|  |  |
| --- | --- |
| **Name of second referee** |  |
| Job title of referee |  |
| Address (including postcode) |  |
| Email address if available |  |
| Daytime telephone number |  |
| Position / relationship to you |  |
| Dates of your employment | From: / To: / |

**Part H: Supplementary information**

|  |  |
| --- | --- |
| Have you previously opted out of the Teachers’ Pension Scheme? | Yes □ No □ |
| If you have opted out, please give date |  |
| Are you a member of another pension scheme? | Yes □ No □ |
| If yes, please specify the name of the pension  scheme |  |

**Positive about disability**

|  |  |
| --- | --- |
| Do you consider yourself to have a disability? | Yes □ No □ |
| If yes, would the provision of any aids or modification assist you in carrying out the duties of the post? |  |
| Is there anything we need to know about your disability in order to offer you a fair selection interview? |  |

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| **Important Reminder** | Please ensure that you inform us of any relevant information. By signing the Declaration on page one you understand that withholding information or providing false information is an offence and could result in the application being rejected, or summary dismissal if you have been selected, and possible referral to the police. |
| **Self-Disclosure Form** | Please complete the Self-Disclosure Form and place it in a sealed envelope and return it with this application. |

**Further Education Qualification Verification Consent Form**

**Newly Qualified Teachers Only**

An increasing number of universities and further education establishments are requesting written consent from their former students in order to release details to employing schools to confirm that the required qualification have been awarded. Therefore you are asked to complete the form below and sign and date the form to enable Kingsmead School to request this information on your behalf.

Part A – Personal details

|  |  |
| --- | --- |
| Full name |  |
| Previous surname |  |
| Date of birth |  |
| DCSF No |  |

Part B – Details of Study

|  |  |
| --- | --- |
| University, college or institution attended |  |
| Period of study time | From: to |
| State if full or part time |  |
| DCSF No |  |

Part C – Qualification Details

|  |  |
| --- | --- |
| Title of qualification |  |
| Pass/Hons |  |
| Date of award |  |
| Class/division |  |
| Main subjects (principal subject first) |  |
| Awarding body |  |

Please continue for additional qualifications

|  |  |
| --- | --- |
| Title of qualification |  |
| Pass/Hons |  |
| Date of award |  |
| Class/division |  |
| Main subjects (principal subject first) |  |
| Awarding body |  |

|  |  |
| --- | --- |
| Title of qualification |  |
| Pass/Hons |  |
| Date of award |  |
| Class/division |  |
| Main subjects (principal subject first) |  |
| Awarding body |  |

|  |  |
| --- | --- |
| Title of qualification |  |
| Pass/Hons |  |
| Date of award |  |
| Class/division |  |
| Main subjects (principal subject first) |  |
| Awarding body |  |

Please indication which of the QTS tests you have passed:

|  |  |
| --- | --- |
| Literacy | Yes □ No □ |
| Numeracy | Yes □ No □ |
| ICT | Yes □ No □ |

**Declaration**

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| --- | --- |
| I confirm that the details given above are accurate and authorise Kingsmead School to verify this with the awarding bodies. | |
| Signature |  |
| Date |  |

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| **EQUAL OPPORTUNITIES POLICY – RECRUITMENT MONITORING** |

Kingsmead School has a Policy of Equal Opportunities. Part of this involves a fair and equitable recruitment based on merit irrespective of race, colour, nationality, religion, sex or sexuality, age, disability, gender, ethnic or national origin, marital status, domestic responsibilities, political or trade union activity. (These are only examples; other forms of discrimination will be avoided also). We ask all applicants to provide the information requested below to monitor the effectiveness of the Policy and in particular our recruitment processes.

The information will be treated as confidential and will be used to monitor the fairness of our recruitment practices and will help to ensure that the School’s equal opportunities information on employees is kept up to date. Analysis of this information will highlight whether action is required to redress areas of inequality.

The information you supply on this questionnaire will be recorded confidentially on our HR systems and held for a maximum of 12 months. During this time it will be used solely for the purposes of monitoring the profile of our job applicants. Access to the data will be restricted to nominated staff within the HR Department. If you are appointed, the data will be used for our HR/Payroll records purposes, which includes another legal requirement, workforce monitoring. We aim to ensure all applicants and employees, regardless of circumstances or status, receive equal access to opportunity and fair treatment.

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| --- |
| **Name:**  **Post applied for:**  **Grade:**  **Closing date of post:** |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Male** | □ | **Female** | □ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Please indicate your age bracket:** | | | | | |
| 16 – 25 years old | □ | 36 – 45 years old | □ | 56 – 65 years old | □ |
| 26 – 35 years old | □ | 46 – 55 years old | □ | 65 + years old | □ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Do you have caring responsibilities for dependent children or dependent adults?** | Yes | □ | No | □ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **How would you describe your Ethnic Origin (incl UK born or settled)** | | | | | | |
| Bangladeshi | □ | Chinese | □ | Pakistani | □ | Other (Please state) |
| Black African | □ | Gypsy | □ | White European (not UK) | □ |
| Black Caribbean | □ | Indian | □ | White UK | □ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **If you consider yourself to have a disability please indicate the nature of this:** | | | | |
| Mobility impairment | □ | Sight impairment | □ | Other (please state) |
| Hearing impairment | □ | Learning difficulties | □ |

Questions and answers

|  |
| --- |
| **I consider myself to have a mixed ethnic background – can I indicate this on the monitoring form?**  You can indicate a mixed ethnic background by ticking as many boxes as required in the Ethnic Origin section alternatively, please describe your Ethnic Origin. In all cases this monitoring form is self-classification. |

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| **I am unsure if I have caring responsibilities.**  Part of the Equal Opportunities Policy sets out the School’s commitment to avoid discrimination on the grounds of domestic responsibilities. This question is self-classification – if you consider that you have caring responsibilities please indicate this. |

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| **I am unsure whether to classify myself as a disabled person**.  Under the Disability Discrimination Act 1995, a person with a disability is defined as having ‘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’. Since 2005 the definition includes people who have been diagnosed with HIV, cancer and MS  It does not necessarily mean that this affects how you do your work. As the definition is not very clear we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia, arthritis, diabetes, asthma, epilepsy or you are partially sighted. |

**Thank you for your co-operation. Please return the completed monitoring form with your application form**