

TEACHING APPLICATION FORM

Please use black font / ink when completing this form

1. Application for the post of (as advertised)

at

2. Last Name First Names

Title Any Previous Last Names

Address & Postcode

Daytime Tel No. Evening / Mobile Tel No.

Email

Please note: Your email address will be used to acknowledge receipt of your application. If you have not received an acknowledgment before the closing date/time of the vacancy, please contact HRAdmin@hounslow.hants.sch.uk or phone the school on 02380 8086 2981.

3. Education and qualifications (If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully, must also be given.

(a) Secondary / Further Education (in order of earliest dates first)

Name of school/college	Dates		Subject and Qualification	Grade and date awarded
	From	To		

(b) Higher Education and Courses leading to other relevant qualifications

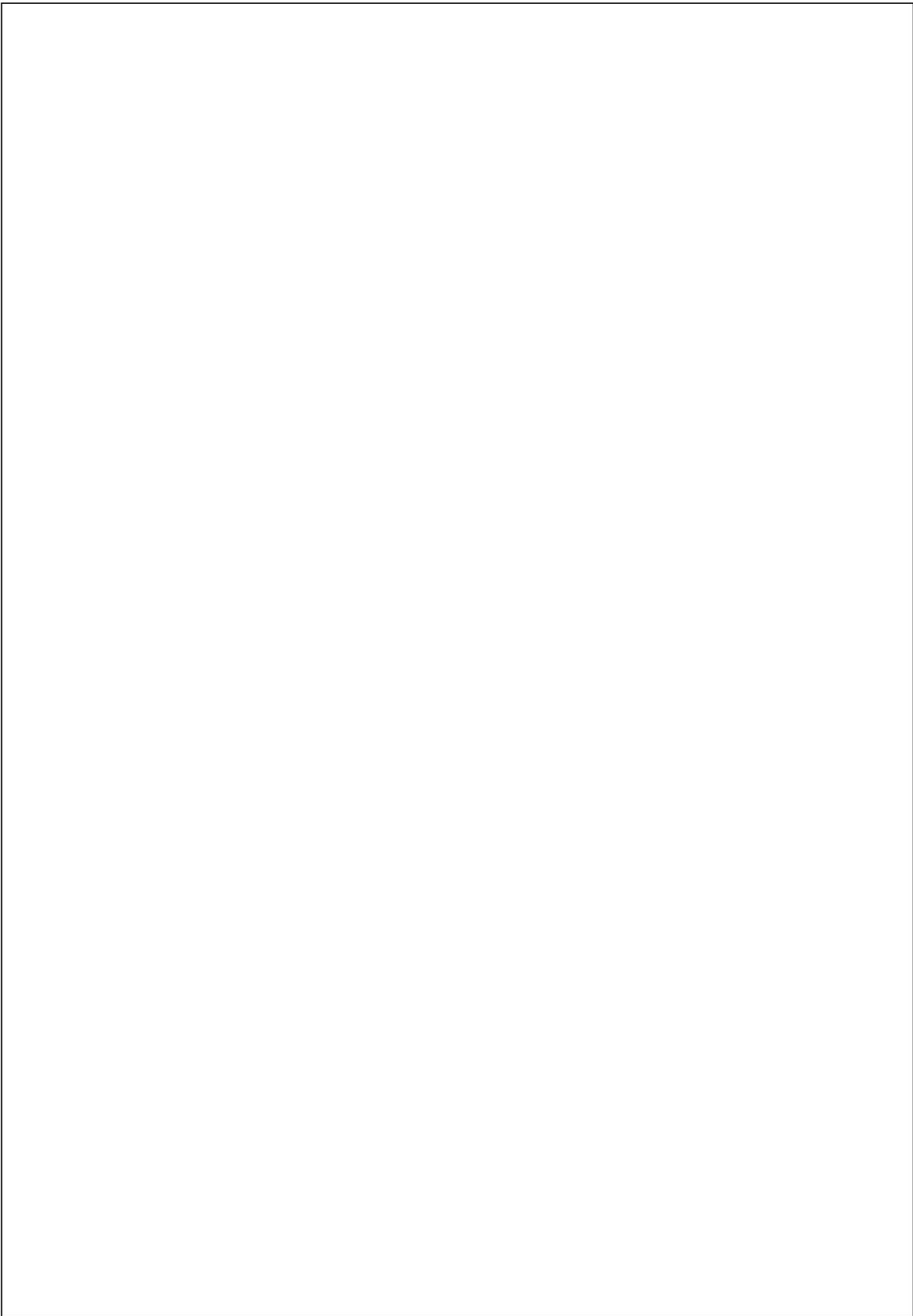
Such as those leading to qualified status or graduate status and to membership of professional institutions.

Higher Education: Establishments attended	Dates		Qualification obtained and date of award	Subjects	
	From	To		Main	Subsidiary

6a. Statement in support of application.

Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification

Applicants should confine this to the **two boxes provided below and on the next page**. An additional letter is not required.



6b. Statement to illustrate how your experience meets the threshold criteria of the school - (relevant only if the post for which you are applying sits on the Upper Pay Range or Leadership Scale).

Please provide evidence of how your experience, skills and abilities demonstrate that you are '*highly competent*' and have a '*sustained*' impact on teaching and learning across the school. In addition, you must also illustrate how your experience meets the school's threshold criteria, which are as shown in the sections below (an additional letter is not required).

Demonstrating 'high competence' and 'sustained' impact on teaching and learning across the school.

Personal Residuals: Please list all your residuals for your year 11 classes over the past two years). Not applicable for ECT's applying e.g. 11c French 1 +1.05

Performance Management: Please attach completed copies of your past two performance management reviews. Not applicable for ECT's applying.

Lesson Evaluations: Please list below the dates and gradings of all lessons formally observe and the class and subject e.g. 10/09/22 Yr 8 History (mixed ability) Grade 1 (outstanding)

Please list below any significant contributions made to the whole school beyond current role e.g. Duke of Edinburgh Leader in school / Mentor to ITT student

7. Confidential References (Please ensure referees know this reference is being requested)

Names, addresses and status of two referees (one of whom, if employed, must be your present Headteacher). References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns.

Present Employer (Headteacher)	2 nd Professional Reference
Name <input type="text"/>	Name <input type="text"/>
Job Title <input type="text"/>	Job Title <input type="text"/>
Company, Address & Postcode <input type="text"/>	Company, Address & Postcode <input type="text"/>
Tel No (inc. STD code) <input type="text"/>	Tel No (inc. STD code) <input type="text"/>
Email <input type="text"/>	Email <input type="text"/>

8. Further information

National Insurance No.	<input type="text"/>
Teacher Reference Number	<input type="text"/> (7 digit number)
Qualified Teacher Status? (Yes / No)	<input type="text"/> Date <input type="text"/>
Statutory induction year completed (if qualified after 7 May 1999)? (Yes / No)	<input type="text"/> Date <input type="text"/>
Would you require sponsorship (previously a work permit)? (Yes / No)	<input type="text"/> Date <input type="text"/>
Where did you see the advertisement for this post?	<input type="text"/>

9. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are "spent". The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

PLEASE NOTE:

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service** (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity unless other restrictions are in place through the Children's Barred List, DBS or Teacher Regulation Agency.
- Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.**
- A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request.
- Copies of the County Council's policy on the employment of ex-offenders, the DBS Code of Practice and the school's policy on criminal records checks are available on request.

- Criminal records certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 1998 (the Data Protection Legislation). The School and Local Authority abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.

10. Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Hampshire Children's Services Department, or a governor or senior employee at Hounsdown School.

(Yes / No)

If 'Yes', please state below the nature of relationship and the name of the County Councillor, senior member of Hampshire Children's Services Department, governor or senior employee of the school.

11. I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes in accordance with the Data Protection Legislation. This may include analysis for management purposes and statutory returns.

In signing this form, I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate

Date

January 2023

Privacy notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the Schools website for further details on their privacy notice and data protection policy.

You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.

Thank you for completing your application form.

By the closing date for the position, please...

1. Complete the [Equalities Monitoring Form](#).
2. Email your Application to HRAdmin@hounsdwn.hants.sch.uk

Or post your Application to...

Mrs G Holmes (Vacancy Application)

Hounsdwn School
Jacobs Gutter Lane
Totton
Southampton
SO40 9FT