



## DEVONPORT HIGH SCHOOL FOR GIRLS

Lyndhurst Road, Peverell, Plymouth PL2 3DL

Tel: 01752 705024

Email: [recruitment@dhsg.co.uk](mailto:recruitment@dhsg.co.uk)

Head Teacher: Mr L J Sargeant BA(Hons), MA(Ed), PGCE, NPQH

### APPLICATION FOR TEACHING STAFF APPOINTMENT

Position applied for:	Teacher of Mathematics	Application Number: _____
Advertisement seen in:		
Closing date:	9:00am on Monday 30 January 2023	

#### Our Governors' promise to you:

##### Fairness and Equal Opportunities

We do not operate an anonymous process but will treat your application fairly and honestly, and consider it only in relation to the requirements of the post. We will do this regardless of whether or not you currently work for Devonport High School for Girls, another employer or are unemployed. Our aim is to appoint the best person for the job. We believe in equal opportunities and will not unfairly discriminate against anyone. Your application will be processed in strict confidence.

Devonport High School for Girls believes in equal opportunities. Part of this involves ensuring that our recruitment and selection practices are fair, equitable and consistent, with the aim of appointing the best person for the job, and fulfilling statutory duties relevant to equality in employment. We do this in part with the information provided on the "Equal Opportunities Monitoring Form" that is at the back of this application form.

We will interview all suitable disabled applicants. Wherever possible and reasonable, we will help a disabled person with the application process. If you consider yourself to be a disabled person and need such help please contact the school.

#### Documentary Evidence

Candidates called for interview will be required to bring the following **original** documents to the interview for verification purpose, photocopies will **not** be accepted:

- Birth Certificate or valid passport or driving license (both photo-card and paper version required)
- Relevant Certificates of academic and professional qualifications
- Proof of your entitlement to work in the UK
- Proof of your home address (i.e. Utility statement, Council Tax bill, bank/building society statement dated within the last 3 months (please note mobile phone statements are not accepted))

This information will also be used to allow the School to progress a Disclosure Barring Service (previously Criminal Record Bureau) check if you are successful at the interview stage.

#### Completing and Returning this Form

The form **must** be completed using **black** ink and must reach us by date shown above. **Late applications cannot be considered.** Only official application forms will be accepted, do **not** send Curriculum Vitae. Please send the completed form addressed to the Personnel team, Devonport High School for Girls, Lyndhurst Road, Plymouth, PL2 3DL or by email to: [recruitment@dhsg.co.uk](mailto:recruitment@dhsg.co.uk).

**WARNING:** If you provide false information this could lead to dismissal. If you do any sort of canvassing, it will lead to you being automatically disqualified.

## PERSONAL DETAILS

Surname:				Title:	
Forename(s):				DOB:	
Address:					
Postcode:					
Previous surnames used:					
National Insurance Number:					
Email address (Home):					
Email address (Work):					
Tel. No. (inc. STD Code):	Day Home:		Work:		
	Evening home:		Mobile:		
Number of years teaching experience		Subject areas and level of subjects taught:			
Are you recognised by DfE as a qualified teacher?					
DfE /GTC Teacher reference number:					
Will you be a NQT on the date of appointment?					
Are you related to any staff/Governor of the school (If yes please provide details?					
Do you require any special arrangements in order for you to attend an interview at the School (if Yes please provide details)?					
Do you require any special equipment or modification to allow you to undertake the duties of this post (if yes provide details)?					
Do you need permission to work in the UK? (If you are called for interview please bring with you documents that demonstrate you are entitled to work in the UK)?					

## CURRENT APPOINTMENT

Post title:		Full or part time	
Date from:		Date to:	
Name of School/Establishment:			
Address:			
Postcode:		Tel. No. (inc STD code):	
Pupil age range taught:	to        years	Number of students on roll:	
Sex of pupils taught: Mixed, Boys, Girls (M, B, G)			
Type of Establishment: Selective, Non Selective, Independent (S, NS, I)			
Scale & Point:		Salary:	£
Brief description of your duties:			
Subject or areas taught:			
Reason wish to leave:			

## PREVIOUS TEACHING APPOINTMENTS

Name of School	Number of pupils on roll.  Age range	Type of School S, NS, I & M, B, G(see above codes)	Age range taught	Post held, responsibility points and additional discretionary points. Reason for leaving.  (please specify)	From	To

**OTHER EMPLOYMENT** (not Teaching, include any voluntary work)

Employer	Position held	F/T or P/T	Dates from/to and reason for leaving

**BREAKS IN EMPLOYMENT HISTORY** (Detail period with reasons)

Date from	Date to	Reason

**EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS** (checks on qualifications will be made at interview)

Secondary education				
School/College attended				
Date from/to				
Qualifications obtained	Subject	Level	Grade	Date awarded

University education				
University				
Date from/to				
Qualifications obtained	Subject	Qualification	Class of degree	Date awarded

Post Graduate education			
University			
Date from/to			
Qualifications obtained	Subject	Qualification	Date awarded

Professional development (courses relevant to position applied for)		
Course	Organiser	Date awarded

Other qualifications relevant to position applied for (ie First Aid, mini bus driver)			
Qualification	Awarding body	Date obtained	Expiry date

## STATEMENT IN SUPPORT OF YOUR APPLICATION

The statement (a **maximum of two** pages) can be word processed or hand written in black ink. It should demonstrate your suitability for the position applied for. You should focus on how your skills, experience and knowledge meet the requirements of the person specification for this post.

**STATEMENT IN SUPPORT OF YOUR APPLICATION** (continued)

## REHABILITATION OF OFFENDERS ACT 1974

Due to the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exception 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. Further guidance on 'protected' convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>

You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the School and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the School. During the course of your employment with the School should you be arrested by the Police you are obliged to notify the Head Teacher of this immediately (even if de-arrested or all charges dropped), failure to do so could result in disciplinary action by the School which may include dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts to which the exemption order applies.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1975 (Exceptions) Order 1975 (as amended in 2013)? (Yes or No)	
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If yes, please give details:
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Have you ever received a caution? (Yes or No)	
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If yes, please give details:
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Do you have any convictions, cautions, bindovers or prosecutions pending? (Yes or No)	
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If yes, please give details:
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## REFEREES

A minimum of TWO professional referees are required – (please include present or immediate past Head Teacher). One should be your present or last employer if possible. Referees should be people who know you in a working/educational environment (paid or unpaid). As part of the Schools Safeguarding procedures references will be taken up prior to interview unless a reason is given why this would not be appropriate.

If you were known to your referees by another name, please give details:	
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1.	Name:	
	Occupation:	
	Address:	
	Telephone No. (inc. STD code):	
	Email address:	



	In what capacity does the above know you?	
	Can this individual be contacted before short-listing/Interview	

2.	Name:	
	Occupation:	
	Address:	
	Telephone No. (inc. STD code):	
	Email address:	
	In what capacity do the above know you?	
	Can this individual be contacted before short-listing/Interview	

3.	Name:	
	Occupation:	
	Address:	
	Telephone No. (inc. STD code):	
	Email address:	
	In what capacity do the above know you?	
	Can this individual be contacted before short-listing/Interview	

## DECLARATION

I declare that the information given is true and accept that if I have given false information it may result in my application no longer being considered or my appointment not being confirmed.

Signed  
(Candidates who submitted this application by e-mail will be asked to sign this form if called for interview)

Date

**EQUAL OPPORTUNITIES MONITORING FORM**

This information is for monitoring purposes only and will not be considered as part of the selection process. To make equal opportunities meaningful, it is essential that the School monitors the effectiveness of its policy. Please, therefore complete this form. All information will be treated in the strictest confidence, and will not be made available to the selection panel.

Job Applied for:	Teacher of Mathematics		
Where did you find out about this vacancy?			
What is your sex?		What is your age?	Years

**Ethnicity – to which of these groups do you consider you belong (Please tick one box only):**

<b>A</b>	<b>WHITE</b>		<b>C</b>	<b>Asian or Asian British</b>	
British		Yes <input type="checkbox"/>	Bangladeshi		Yes <input type="checkbox"/>
Gypsy/Traveller		Yes <input type="checkbox"/>	Indian		Yes <input type="checkbox"/>
Irish		Yes <input type="checkbox"/>	Pakistani		Yes <input type="checkbox"/>
Any other White Background (please state)			Any other Asian Background (please state)		
<b>B</b>	<b>MIXED</b>		<b>D</b>	<b>Black or Black British</b>	
White and Black Caribbean		Yes <input type="checkbox"/>	African		Yes <input type="checkbox"/>
White and Black African		Yes <input type="checkbox"/>	Caribbean		Yes <input type="checkbox"/>
White and Asian		Yes <input type="checkbox"/>	Any other Black Background (please state)		
Any Other Mixed Background (please state)					
<b>E</b>	Chinese or other ethnic group (please state)				
<b>F</b>	Any other ethnic group (please state)				

**Disability**

Do you consider yourself to be a disabled person?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Would you like to let us know more about your disability? (If yes Please detail)			

**Religion - how would you describe your faith, belief, religion? (Please tick one box only)**

Buddhist	Yes <input type="checkbox"/>	Jewish	Yes <input type="checkbox"/>
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	Yes <input type="checkbox"/>	Muslim	Yes <input type="checkbox"/>
Hindu	Yes <input type="checkbox"/>	Sikh	Yes <input type="checkbox"/>
Other religion (please state)	Yes <input type="checkbox"/>	None	Yes <input type="checkbox"/>
Prefer not to say	Yes <input type="checkbox"/>		

**Sexual Orientation – what is your sexual orientation (Please tick one box only)**

Bisexual	Yes <input type="checkbox"/>	Heterosexual/straight	Yes <input type="checkbox"/>
Gay Man	Yes <input type="checkbox"/>	Other (including questioning)	Yes <input type="checkbox"/>
Lesbian/Gay Woman	Yes <input type="checkbox"/>	Prefer not to say	Yes <input type="checkbox"/>

**Marital status - what is your marital status (please tick one box)**

Single	Yes <input type="checkbox"/>	Married	Yes <input type="checkbox"/>
Civil Partnership	Yes <input type="checkbox"/>	Living with partner	Yes <input type="checkbox"/>
Prefer not to say	Yes <input type="checkbox"/>		