

**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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| **SECTION 2**  **Personal Details** |

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| Surname:  Address:  (Town)  (County)  (Postcode)  Teacher Number /  National Insurance Number | Forename(s):  Title (Mr, Mrs, Miss, Ms, Dr, other)  Telephone No (Home):  Telephone No (Work):  Mobile No: Work):  Email:  Date of Birth: (Optional) |

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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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| **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:  Number of additional sheets used…….. | |

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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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**SECTION 6**

**Personal Statement**

Your Personal Statement should provide evidence/examples of how you meet the person specification and your ability to carry out the job description

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| It is recommended that you use the headings provided to structure your statement. Please use a separate sheet if required. |
| Number of additional sheets used…….. |

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| **SECTION 7**  **Referees (Please complete ALL sections)** |
| Please give the names, addresses and occupations of two referees, one of whom should be your present or last employer. |

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| **First Referee**  Name:  Designation:  Address:  (Town)  (County)  (Postcode)  Tele:  Fax:  Email:  Relationship to you: | **Second Referee**  Name:  Designation:  Address:  (Town)  (County)  (Postcode)  Tele:  Fax:  Email:  Relationship to you: |
| Please note that all references will be taken up prior to interviews. | |

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| **SECTION 8**  **Criminal Convictions or Cautions** |
| Please give the names, addresses and occupations of two referees, one of whom should be your present or last employer. |
| A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.  Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of ‘spent’ convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list. 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 in the attached guidance.  Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered ‘spent’ under the terms of the Act. |
| Please give details of ALL RELEVANT convictions, cautions, reprimands or warnings  **Signature: Date:**  Number of additional sheets used….. |

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| **SECTION 9**  **Other Declaration** |
| 1 Are you related to any member of the governing body, a member of staff or a parent/carer of a student currently attending the school (any canvassing direct or indirect will disqualify) \*Yes No  If yes, please give details:………………………………………………………………………………………    (\*please delete whichever does not apply)  2 To the best of my knowledge and belief, the information on this application form is correct.  Signed…………………………………………… Date……………………………………………… |

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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.org.uk |

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| **EQUAL OPPORTUNITIES MONITORING FORM** |
| This form is separate from the main application form. Your answers will be treated in the strictest confidence and the information you provide will only be used for monitoring purposes. How you complete this form has no connection to the evaluation of your application in any way. |

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| Applied For: **JOB REF: …………..**  Surname:  Forename(s):  Gender: Male Female |
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| 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?                (\*please delete whichever does not apply) |

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| **Which of the following best describes your Ethnic origin?** | |
| White: British  Irish  Other  Black or Black British:  Caribbean  African  Other Black background  Chinese or other ethnic group:  Chinese  Any other ethnic group  …………………………………………………………… | Mixed:  White & Black Caribbean  White & Black African  White & Asian  Other Mixed Group  Asian or Asian British:  Indian Pakistani  Bangladesh  Other Asian  If “other” please specify:- ……………………………  ………………………………………………………… |

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.