

Newport Girls’High School

*Academy Trust*

TEACHING APPLICATION FORM

***Completing the Application Form***

Please read these notes carefully and keep for future reference. They are designed to help you in completing your application form. We want to try and make sure that everyone applying for a job with Newport Girls’ High School has a fair chance. Completing an application form is the first stage in the recruitment process which may lead to an interview and the possible offer of a job.

* It is important that you complete all sections of the application form as clearly and fully as possible.
* Please ensure that you have given your name and address accurately so that we are able to contact you.
* We are interested in your experience and any skills or training which show that you meet the requirements of the job for which you are applying. Include non work activities which are relevant.
* You are asked in Section 6 of the application form to provide a supporting statement.
* We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status.
* Please do not forget to sign the form.
* If you attach additional sheets to your application form make sure you put your name and the title and location of the post for which you are applying at the top of each page.
* We ask everyone to complete an application form so please do not send a C.V.

***Remember we can only decide whom we should interview based on what is written on your application form.***

JOBS WORKING WITH CHILDREN

The job for which you are applying involves substantial opportunity for access to children and your application will be subject to rigorous pre-employment checks. This is in order to ensure the safety of children. These checks will include a check by the Disclosure and Barring Service on Police Records for **all** criminal convictions, cautions and any impending cases. A more detailed explanation is attached to this application form.

Data Protection Act 1998

The information or data which you have supplied on the application form will be processed and held on computer and also on your personal records if you are appointed.

The data may be processed by Newport Girls’ High School for the purposes of equality monitoring, compiling statistics and for the keeping of other employment records.

**By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.**

**EQUAL OPPORTUNITY MONITORING**

***What does this mean?***

Newport Girls’ High School adopts the Equal Opportunity Charter, details of which are outlined below. Please read it carefully. So that we can measure the effectiveness of this charter, we need to collect information about our job applicants. It would help us greatly, therefore, if you would complete the Monitoring Form attached to the application form fully.

* When your application is received the Monitoring Form will be removed before the form goes to those involved in shortlisting for interviews.
* Those involved in shortlisting and interview will not know what information is on the Monitoring Form.

THE RECRUITMENT PROCESS

***What will happen next?***

If you require any help or have any questions about the recruitment process, or you are unhappy about the way you are treated, or have any suggestions as to how we can do better, please contact the school.

Due to the high number of applications received, regrettably we cannot always reply individually to every applicant. If you have not heard from us within 28 days of the closing date, your application has been unsuccessful. We are sorry that this means we are treating you less courteously than we would wish.

Whatever the outcome of you application, thank you for the interest you have shown in working for Newport Girls’ High School.

COMMITMENT TO EQUAL OPPORTUNITIES

Newport Girls’ High School is committed to equality of opportunity in all aspects of its activities. We recognise that people suffer discrimination, disadvantage and exclusion, both in employment and in the delivery of services, for many reasons including:

* race
* sex
* sexual orientation
* gender re-assignment
* religion or belief
* age
* disability
* pregnancy or maternity

We are committed to combating inequality and striving to ensure that all people in all parts of the community are treated fairly.

EQUALITY IN EMPLOYMENT

**It is the School’s policy that all of its employees, and those who apply for employment, will be treated with equal fairness, respect and dignity.**

**We will:**

* Publicise, by this charter, our commitment to equality to all of our employees and within the community at large.
* Encourage job applications from all sections of the community and ensure that only relevant and justifiable factors are taken into account in making appointments

* Make available appropriate training for employees so that they can both understand and actively promote equal opportunities policies and, recommend that everyone who takes part in the recruitment and selection process will first receive the necessary training.
* Ensure that existing and future HR policies and conditions of service are applied fairly to all employees and are such that they can both promote equality of opportunity and seek to remove obstacles to its achievement.
* Recommend that applicants with disabilities who meet the essential requirements of the post are interviewed, and do everything reasonably practical to adapt jobs and premises to meet the needs of people with disabilities.
* Measure the effectiveness of our policies by regular monitoring of both existing employees and of job applicants.

ESSENTIAL Additional Information for posts which involve

working with Children

The post for which you are applying will involve working with children. In order to ensure the safety of children, your application will be subject to rigorous pre-employment checks.

**Please read this information carefully, detach and keep these notes.**

1. The references you have offered will be taken up. We also reserve the right to contact any other previous employer for a reference.
2. We will also take into consideration relevant information received from **any** source. This may include information held by the Local Authority, for example in Social Care or Education, and information received from other external authorities or bodies.
3. You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.
4. You will be asked to submit original proof of identification, such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.
5. You will have to complete a medical questionnaire and may be required to meet with our occupational health physician if required.
6. You may be subject to a probationary period. Failure to successfully complete a probationary period may lead to a further probationary period or dismissal.
7. **Criminal Record Checks**
8. This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.
9. A caution or conviction will not necessarily debar you from applying for the post. We will consider any previous offences in accordance with our Equal Opportunities Charter. There are, however, certain offences which will debar you from working with children under the regulations made under the Children’s Act, including Schedule 1 offences such as sexual and violent offences.
10. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. Prior to any offer of employment being made you will be required to complete a **Disclosure application form**. On this form you will need to declare **ALL** CAUTIONS, BIND OVER ORDERS & CONVICTIONS. This includes offences which are considered spent for other purposes or that you may believe have been removed from your record.

**All information given will be treated as strictly confidential and will be stored securely.**

Once completed, the disclosure application form will be sent to the Disclosure and Barring Service (DBS). The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will inform you of the result of their search and they will also send a copy of the result to Telford & Wrekin Council who in turn will send a notification to the School. This information will enable the School to make a confirmed offer to you.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

The Council’s policy on Criminal Record Checks is available on request from the Council’s Human Resources Team.

For disclosure information and services please visit the DBS homepage on their website **www.homeoffice.gov.uk/dbs**.

If you do take up employment it is necessary for you to inform the School of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. **Failure to do so will lead to your dismissal**.

**IMPORTANT**

**WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE DISQUALIFIED FROM WORKING WITH CHILDREN.**

NEWPORT GIRLS’ HIGH SCHOOL

MONITORING FORM

The recommended Employment Equality Charter is shown on page 2. In order to measure its effectiveness we need to collect information on people who apply for our jobs. To enable us to do this, please complete the details below.

Some of the information you give on this form may be considered to be sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will be deemed to be giving your explicit consent to the processing of the data for Equality Monitoring.

THIS INFORMATION IS SEPARATED ON RECEIPT OF YOUR FORM AND IS NOT SEEN BY ANYONE INVOLVED IN THE SELECTION PROCESS.

Please complete in **BLOCK CAPITALS**

**POST TITLE**:...................................................................................**Job Reference**........................................................

**Full names** (including name and surname (family name): **Mr/Mrs/Miss/Ms/Dr/ Other**………………………………………

........................................................................................................................................................................................

**What is your date of birth?** \_\_ / \_\_ /\_\_\_\_\_\_ **What is your gender?** Male □ Female □

**Do you have any long-standing illness or disability that limits your daily activity?**

Yes □ No □ Rather not say □

**Are you caring for someone who has a long-standing illness or disability that limits their daily activities?**

Yes □ No □ Rather not say □

**Do you belong to any particular religion or hold particular beliefs?**

Christian □ Hindu □ Muslim □ Sikh □ Other (please state) ………….............… No religion □ Rather not say □

**What is your ethnicity (please tick 🗸)?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White** | **Mixed/multiple ethnic groups** | **Asian/Asian British** | **Black/African/****Caribbean/Black British** | **Other ethnic group** |
| English/Welsh/Scottish/Northern Irish/British |  | White and Black Caribbean |  | Indian |  | African, please write country of origin |  | Arab, please write country of origin |  |
| Irish |  | White and Black African |  | Pakistani |  | Caribbean |  | Chinese |  |
| Gypsy or Traveller |  | White and Asian |  | Bangladeshi |  | Any other Black/African/Caribbean/Black British background, please write in |  | Any other ethnic group, please write in |  |
| Polish |  | Any other mixed/multiple ethnic background, please write in |  | Any other Asian background, please write in |  |
| Any other white background, please write in |  |

**What is your sexual orientation?** Straight/heterosexual □ Lesbian/Gay □ Bi-sexual □ Rather not say □

**Would you describe yourself as trans-gender?** Yes □ No □ Rather not say □

**Are you an agency worker?** Yes □ No □

**Are you currently employed by Telford & Wrekin Council?** Yes □ No □

**If YES please enter your employee number**........................................

**How did you hear about this vacancy?** ..............................................................................................................................

 

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TEACHING APPLICATION FORM

|  |  |
| --- | --- |
| Post Title: at:Post Ref: | Application to be returned to the address below by no later than: |

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

|  |  |
| --- | --- |
| Surname/Family name: | Address for correspondence: |
| First Names: | Post Code: |
| Tel. No: | Email: |
| Are you registered with the General Teaching Council? Yes/No | DfES Number:  |
| NB. Teachers’ Pension information – for teachers applying for a part-time post, have you made a previous part-time election? Yes/No. If so, what date: |

1. EDUCATION AND QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College/University  | Dates of Study | Subject and type of qualification | Grade |
|  |  |  |  |
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| --- |
| Other courses attended – please give details of any other relevant training undertaken, including short and in-service training, during the last 3 years. If necessary continue on separate sheet: |

1. PROFESSIONAL DEVELOPMENT

4a PRESENT/MOST RECENT POST

|  |  |
| --- | --- |
| Name and address of employer |  |
| Position held |  |
| Dates held | From month/year To month/year |
| Reason for leaving (if applicable) |  |
| Salary/Allowances |  Number on Roll |

4b. PREVIOUS POSTS

|  |  |
| --- | --- |
| Name and address of employer |  |
| Position held |  |
| Dates held | From month/year To month/year |
| Reason for leaving (if applicable) |  |
| Salary/Allowances |  Number on Roll |

|  |  |
| --- | --- |
| Name and address of employer |  |
| Position held |  |
| Dates held | From month/year To month/year |
| Reason for leaving (if applicable) |  |
| Salary/Allowances |  Number on Roll |

|  |  |
| --- | --- |
| Name and address of employer |  |
| Position held |  |
| Dates held | From month/year To month/year |
| Reason for leaving (if applicable) |  |
| Salary/Allowances |  Number on Roll |

|  |  |
| --- | --- |
| Name and address of employer |  |
| Position held |  |
| Dates held | From month/year To month/year |
| Reason for leaving (if applicable) |  |
| Salary/Allowances |  Number on Roll |

|  |  |
| --- | --- |
| Name and address of employer |  |
| Position held |  |
| Dates held | From month/year To month/year |
| Reason for leaving (if applicable) |  |
| Salary/Allowances |  Number on Roll |

Please continue on an additional sheet if necessary

1. REFERENCES

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. References will normally only be taken up if you are selected for interview. Referees must not be related to you. We reserve the right to approach your current and any previous employer.

|  |  |
| --- | --- |
| **1** Name:Address:Tel. No:Email:Occupation: | **2** Name:Address:Tel. No:Email:Occupation: |

May these references be taken without further authority from you?

**1 YES/NO**  **2 YES/NO**

1. supporting statement

Please follow the instructions in the application pack when providing additional information in support of your application. Take as a guide the contents of the job description and person specification of the post for which you have applied.

For teaching posts please include details of your induction / probation, if appropriate, and if newly qualified, details of your teaching practice if you have not previously covered this. Please ensure you include details of the number of pupils on roll at schools where you have taught, together with the age range of pupils you have taught.

1. PERSONS WITH A DISABILITY

The Equality Act 2010 states that the protected characteristic of disability applies to a person who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

If you are shortlisted for this post, you will be given the opportunity to tell us about any reasonable adjustments that need to be made during the recruitment process. This information should be provided separately from the application form.

1. OTHER

Are you, to your knowledge, related to any Telford & Wrekin Council employee

or Councillor, or, if applying for a post within a school, are you related to a

member of that School Governing Body? Please state **YES/NO** 

If yes, please give details:

|  |  |
| --- | --- |
| Name: | Relationship: |

**Criminal Convictions**

Please read the attached additional information carefully.

Have you ever been convicted of any offence by any Court (including a Court Martial),

or received a formal Police Caution? Please state **YES/NO** 

Has a Summary Award ever been made against you by a

Commanding Officer of the Armed Forces? Please state **YES/NO** 

If you have answered ‘Yes’ to any of these questions please give full details. We will only take them into account if we consider them relevant to the post for which you have applied.

1. YOUR SIGNATURE

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation. I also confirm that I have read the information sheet at the front of this application form.

|  |  |
| --- | --- |
| **Signature of applicant:** | **Date:** |