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| BADGE | Desborough College Academy Trust  Shoppenhangers Road, Maidenhead,  Berkshire, SL6 2QB  **Headteacher: Mr Andy Murdoch** | Telephone: 01628 634505  E-Mail: [info@desborough-college.net](mailto:info@desborough-college.net)  Website: [www.desborough.org.uk](http://www.desborough.org.uk) |

**Job Application Form (Teaching)**

**Please return completed application to Nicola Humphries (Principal’s PA) at the above address or by e-mail at nicolahumphries@desborough-college.net**

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| **Post Applied for:** |  |
| **School** |  |

**PLEASE COMPLETE ALL SECTIONS IN BLACK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).

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| **1 Personal details** | | | | |
| Surname: |  | | Preferred Title: |  |
| First name(s): |  | | Previous surname (please include here **ALL** previous surnames you have ever had): |  |
| Home address:  Post code: |  | | Present address:  *(if different)*  Post code: |  |
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| Telephone (home): |  | | Telephone (work): |  |
| Telephone (mobile): |  | | e-mail: |  |
| Date of Birth: |  | |  |  |
| National Insurance No.: |  | | DfE Reference No.: |  |
| Date of Recognition\*: |  | | Date of Birth: |  |
| Do you have Right to Work in the UK: |  | | | |
| **\*If this would be your first teaching appointment please attach a copy of your letter from the DfE granting you**  **Qualified Teacher Status**. | | | | |
| Please Answer the following questions:- | | | | | |
| Do you hold a valid full Driving Licence? | | YES/NO | | | |
| Do you own a car? | | YES/NO | | | |
| Do you have a car available for business use? | | YES/NO | | | |

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| **2 Current employment** *(If you are not currently employed as a teacher please give details as appropriate)* | | | |
| Name of establishment: |  | Employer: |  |
| Type of school: |  | Age range: |  |
| Post held: |  | Date appointed: |  |
| Main scale point/UPS/Leadership/ Other: |  | Total annual salary: |  |
| TLR allowance: |  | Date available to start: |  |
| Additional Payments: |  | | |
| Teaching subjects: |  | | |
| Boys/Girls/Mixed |  | | |
| Duties: |  | | |
| Reason for Leaving: |  | | |

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| **3 Previous employment in education** *List in chronological order, earliest to latest, with precise dates.* | | | | | | |
| From | To | Name of school | Type  (Comp, select, mixed) | Post and scale | FT  /PT | Reason for Leaving |
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| **4 Education (higher)** *List all higher qualifications including degrees and post graduate qualifications* | | | | | | | | |
| From | To | University | FT/PT | Qualification awarded | | | | Date of award |
|  |  |  |  | Degree | Subject | Class | Division |  |
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|  |  |  |  | PGCE | Main subject | Second sub | Key stages |  |
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| **5 Education (secondary)** | | |
| From | To | Establishment(s) |
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| **5a Examination results school/college** *Give details of all qualifications obtained* | | | |
| Date | A-level or other | Subject | Results/Grade |
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| **6 Other qualifications obtained and any relevant INSET attended in the last 3 years** | | |
| Date | Course and organising body | Qualification |
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| **7 Previous employment outside education** *List in chronological order, earliest to latest, with precise dates.* | | | | |
| From | To | Establishment name and type | Post and responsibilities | Reason for Leaving |
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| **8 Periods not accounted for in previous sections since age 18** *Give all details* | | |
| From | To | Details |
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| **9a Leisure interests** *State briefly what your main leisure interests are, particularly if they are relevant to teaching.* |
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| **9b** **Personal Statement** |
| *Please state why you have applied for this position and how your experience and skills meet the requirements of the job description and the skills/attributes needed. Provide examples of how you meet the person specification and your ability to carry out the job description.* *Please provide details of any voluntary/unpaid work you have taken part in* |

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| **10 References** *Give full details of two referees who may be approached now. Relatives/friends are NOT acceptable. (If you are currently employed as a teacher, your main referee* ***must*** *be your present headteacher)*  *Email addresses are essential* | | | |
| Name: |  | Name: |  |
| In what capacity does this referee know you? |  | In what capacity does this referee know you? |  |
| Establishment: |  | Establishment: |  |
| Address: |  | Address: |  |
|  |  |
|  |  |
| Telephone: |  | Telephone: |  |
| e-mail: |  | e-mail: |  |
| May we approach prior to interview? May we approach prior to interview?  Yes No  Yes No  *If you are known to the referees by another name (e.g. previous name) please inform them of your present name and*  *advise that we may be in contact.* | | | |

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| **11 Other information** | |
| From what source did you learn of this vacancy? | |
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| Are you a relative or partner of any employee or governor of the School? | Yes/No |
| **If yes**, please give details: …………………………………………………………... | |
|  | |
| Has someone else completed this form on your behalf? | Yes/No |
| **If yes**, please provide the person’s name and an explanation: | |
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| **12 Entitlement to Work** |
| **ENTITLEMENT TO WORK IN THE UK**  In order to comply with the Asylum and Immigration Act 1996 (As AMENDED) (Immigration, Asylum and Nationality Act 2006), all employers in the United Kingdom are required to make basic documentation checks on every person they intend to employee.  We ask all short-listed applicants to provide proof that they can be legally employed. We have to see satisfactory proof in the form of **original** documentation before we can confirm any offer of employment. If we do not see satisfactory proof, an offer of employment can be withdrawn.  **The requirements for documentation are as follows:**  List A documents show the holder **is not subject to immigration control**, **or has no restrictions on their stay,** so they have an **ongoing** right to work in the UK.  **List A:**   * A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK. * A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of an EEA country or Switzerland. * A registration certificate or Document Certifying Permanent Residence issued by the Home Office to a national of an EEA country or Switzerland. * A Permanent Residence Card issued by the Home Office to the family member of a national of an EEA country or Switzerland. * A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. * A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK. * A **current** Immigration Status Document issued by the Home Office, to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, **together with** an official document issued by a previous employer or Government agency with the person’s name and National Insurance number. * A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, **together with** an official document issued by a previous employer or Government agency with the person’s name and National Insurance number. * A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document issued by a previous employer or Government agency with the person’s name and National Insurance number. * A certificate of registration or naturalisation as a British citizen, **together with** an official document issued by a previous employer or Government agency with the person’s name and National Insurance number.   List B documents show that the holder **has been granted leave to enter or remain in the UK for a limited period of time and, or, has restrictions on their right to work**.  **List B:**  **Group 1 – Documents where a time limited statutory excuse lasts until the expiry date of leave**   * A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.  |  |  |  | | --- | --- | --- | | * A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question. * A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-EEA national who is a family member of a national of an EEA country or Switzerland or who has a derivative right of residence. * A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.   **Group 2 – Documents where a time-limited statutory excuse lasts for 6 months**   |  | | --- | | * A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (EEA) Regulations 2006 to a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice** from the Home Office Employer Checking Service. * An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service. * A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question. | |  | |   Copies of relevant documentation will be taken and retained for future inspection by inspectors for the Home Office, if necessary.  ***If you are invited to interview, please bring the appropriate original documentation with you***.  Are you entitled to work in the UK?  What date did you become resident in the UK?  Please provide details here of your Work Permit, please give the expiry date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **13. Health Record** |
| All appointments are subject to medical clearance by an Occupational Health Provider. |

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| **14. Disclosure and Barring Service and Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, as amended by the 2013 and 2020 Order** |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account  Desborough College has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm.  Any information which you give will be strictly confidential and will be considered only in relation to this position.  Having current convictions does not automatically bar you from employment. The school will consider applicants on their merits and in relation to the post for which they are applying. This post is exempt from the Rehabilitation of Offenders Act and previous offences must be disclosed and successful applicants will be subject to a standard or enhanced DBS disclosure.  Please complete the disclosure of criminal background information requested below.  If your application for this post is successful, you will not be able to commence employment until a satisfactory DBS check has been confirmed. The timescales for these checks are outside the control of the school.  Do you have a DBS certificate issued since 17 June 2013? **Yes/ No** If yes, please give certificate number  Are you registered with the DBS Update service? **Yes/No**  If yes and your application for this post is successful, do you consent to the school using the update service to check your DBS status? **Yes/No**  **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES / NO**  **If YES, please give details:**  **Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES / NO**  **If YES, please give details**  Information about disclosing a criminal background is available from NACRO [Guide for Job Applicants](https://www.nacro.org.uk/criminal-record-support-service/support-for-individuals/disclosing-criminal-records/disclosing-criminal-records-employers/)  **Declaration**   |  |  |  |  | | --- | --- | --- | --- | | The school has a duty to protect funds. If you are appointed we may match or share the information you provide on this form with organisations that use public funds in order to protect and prevent fraud.  By submitting this application I consent to processing sensitive personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the GDPR 2016 and Data Protection Act 2018  You are required to notify the school of any information that could be considered relevant to your application for the specific post you are applying for or to your general suitability for employment with the school.  Information supplied by you during the recruitment process may be shared with other school staff for the purposes of aiding the school in carrying out its responsibilities.  I declare that the information given on this application form is, to the best of my knowledge, correct. I understand that this information may be stored as part of the school’s montitoring of equal opportuntites and as part of the recruitment procedure and I agree to the use of this data as specified.  I also understand that withholding relevant details or giving false information may result in my application being withdrawn or subsequent discover of information being false may render me liable for dismissal. I will undertake to notify any material changes in the information I have given above to HR. | | | | | Signed |  | Date |  | |

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| Have you previously used, or do you currently use, any other surname (s)? | | | | | **YES NO** |
| If YES, please state the other surname(s) you use(d): | | | | | |
| Do you have any criminal records to declare? (this includes criminal convictions or police cautions, spent or otherwise) | | | **YES NO** | | |
| If YES, when did this take place? | | |  | | |
| **If you answer yes to any of the questions you will be expected to provide details of the conviction(s) or offence(s) on a separate sheet which should be placed in a sealed envelope marked 'private and confidential'.**  Please note that it is a condition of your employment that you inform the school if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment. | | | | | |
| Are you closely related or married to a staff or Governor Board member of the school? | | **YES NO** | | | |
| If yes, please state the name of the staff or Board member and nature of this relationship: | | | | | |
| **Additional Information** | | | | | |
| Do you have a disability as defined by the Equalities Act 2010? | | | | **YES NO** | |
| If yes, please provide brief details to tell us if there is support which we can provide in employment: | | | | | |
| Have you been dismissed from employment for a reason other than redundancy? | | | | **YES NO** | |
| If YES, please give reasons: |  | | | | |
| **I agree that Desborough College create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 2018** | | | | | |

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| **14 Declaration** |
| I certify that the information given above and overleaf is correct to the best of my knowledge. I accept  that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. |
| **Signature:** |
| **Date:** |

Desborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**PLEASE COMPLETE A LETTER OF APPLICATION TO ACCOMPANY THIS FORM**

**Explanatory note to applicants – DBS check (previously CRB)**

**Explanatory note to applicants – DBS check (previously CRB)**

**1. Introduction**

* 1. The position for which you are applying has been determined by Desborough College as exempt from the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 and 2020 Order in line with guidance from the Disclosure and Barring Service (DBS). Therefore, you are required to declare any convictions cautions, reprimands, warnings and bindovers that have not been filtered. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

**2. Factors to be considered**

2.1 The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment.

2.2 The factors to be taken into account are:

2.2.1 the responsibilities of the position,

2.2.2 the nature of the offence(s),

2.2.3 the number and pattern of offences (if there is more than one),

2.2.4 how long ago the offence(s) occurred,

2.2.5 the age of the offender when the offence(s) occurred.

2.2.6 whether or not there have been subsequent offences.

2.2.7 the applicants circumstances when the offences were committed and their circumstances now.

2.2.8 the relevance of the conviction to the job applied for.

**3. Access to records of criminal convictions**

3.1 In the event of an offer of employment it is a requirement that a DBS check is undertaken. (The DBS is an executive arm of the Home Office which carries out criminal conviction checks for employers). Information on the Bureau can be accessed on the internet at: <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/about-us1/> . **If you do not give your permission it will not be possible to consider your application further.**

3.2 As part of its checking procedure the DBS will also check registers of persons found to be unsuitable to work with vulnerable people, which are maintained by the Department of Health and the Department for Education.

3.3 You will be sent the results of your check by the DBS.

3.4 If the DBS check reveals a conviction, caution, reprimand, warning or bindover , which you had failed to declare, this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.

3.5 DBS information will be kept in strict confidence and in accordance with the school’s policies.

**4. Further Advice**

Information about disclosing a criminal background is available from NACRO [Guide for Job Applicants](https://www.nacro.org.uk/criminal-record-support-service/support-for-individuals/disclosing-criminal-records/disclosing-criminal-records-employers/)