

HIGHDOWN SCHOOL

AND SIXTH FORM CENTRE

**TEACHING POST APPLICATION FORM**

**Post for which you wish to be considered:**

|  |
| --- |
|  |

**A Criminal Record Disclosure will be requested in the event of a successful application**

### 1. Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Surname: | | |
| Forename(s): | | | |
| Address: | | | |
| Date of Birth: | | | |
| Daytime Tel No: | | | Evening Tel No: |
| Email: | | | |
| N.I. Number: | |  | |
| DFE Number: | | Date of QTS status: | |
| Please note that, as part of our safeguarding procedures, candidates will be subject to an online record search. | | | |

## 2. Teaching Status

|  |  |  |
| --- | --- | --- |
| Main Subject | Subsidiary Subject | Age range for which trained |
|  |  |  |

**3. Education/Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College/University | Period of Study | Subject and type of qualification | Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4. Relevant Courses attended during the last three years** (please continue on a separate sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Course(s) | Organised By | Dates | Duration |
|  |  |  |  |

**5a. Present/Most Recent Post**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Address of School/Employer |  | | | | |
| Post held |  | | | Dates held  From: To: | |
| Salaryinc. allowances | £ | NOR: |  | Age Range: |  |

**5b. Details of all previous posts, explaining any gaps in employment** (please continue on a separate sheet if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Address of School/Employer |  | | | | |
| Post held |  | | | Dates held  From: To: | |
| Salaryinc. allowances | £ | NOR: |  | Age Range: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Address of Employer |  | | | | |
| Post held |  | | | Dates held  From: To: | |
| Salaryinc. allowances | £ | NOR: |  | Age Range: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Address of Employer |  | | | | |
| Post held |  | | | Dates held  From: To: | |
| Salaryinc. allowances | £ | NOR: |  | Age Range: |  |

**5c. Details of any work experience** (please continue on a separate sheet if necessary)

|  |
| --- |
| Have you worked overseas for more than 3 months in the past 10 years? **YES  / NO** |
|  |

**6. Additional Information**

Please describe your current post indicating its scope and the responsibilities held, adding any further information which supports your application. Please continue on a separate sheet if necessary. **You are also welcome to submit further details by means of a Curriculum Vitae, but please complete the section below without reference to such documents.**

Additional information continued:

**7. References**

Please give the name, address and status of two persons who can support your application and who have agreed to their names being used. Unless there are good reasons to the contrary, one of the referees should represent your present employer.

|  |  |  |
| --- | --- | --- |
| Name: |  | Tel: |
| Address: |  | Email: |
| Occupation: |  | Fax: |

|  |  |  |
| --- | --- | --- |
| Name: |  | Tel: |
| Address: |  | Email: |
| Occupation: |  | Fax: |

**I declare that the information I have given on this form is correct**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

Schools in Reading are committed to working together in order to support the development of the local education provision. Employing and retaining the best possible staff is paramount to this aim. If you are unsuccessful in securing a place at Highdown School and Sixth Form Centre would you be willing for your application to be shared with other schools and colleges in Reading? Yes/No

|  |
| --- |
| **Where did you see this vacancy advertised?**  TES website  Highdown School and Sixth Form Centre website  Other: (Please specify) |

**Please ensure you complete and return the Declaration of Convictions form along with your application.**

**Good luck with your application and thank you for your interest in our school**

HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

STRICTLY CONFIDENTIAL

#### DECLARATION OF CONVICTIONS (REHABILITATION OF OFFENDERS ACT 1974) – EXEMPTED POSTS

**Please note carefully the following information:**

The position for which you are applying involves substantial access to children or vulnerable adults. It is therefore exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Exceptions Order, and you are required to declare any convictions, cautions or bindovers you may have even if they would otherwise be regarded as “spent” under this Act. The information you give will be treated in confidence and will only be taken into account in relation to this application.

In answering the following question you must disclose details of all convictions and cautions, including “spent” convictions.

**Have you ever been cautioned or convicted of a criminal offence? YES/NO**

**If YES, please give below details of all convictions and cautions, including “spent” convictions and cautions.**

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Under Government regulations the School is able (with your consent) to access records of criminal convictions. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Criminal Records Bureau and you will be required to complete a Standard or Enhanced Disclosure Application Form. **If you do not give your permission for this check to be undertaken then it will not be possible to consider your application further**. As part of its checking procedure the Bureau will also check registers of persons found to be unsuitable to work with vulnerable people which are maintained by the Department of Health and Department of Education and Skills.

**NAME: SIGNATURE**

**DATE**

**THIS DECLARATION MUST BE RETURNED WITH YOUR APPLICATION FORM**