

Application Form

# Instructions for completing application form

Please use standard typeface or, alternatively, print and complete the form in black ink. We prefer to receive applications via email where possible. Please send completed forms and any other documents to charlie.coulston@caistorgrammar.com

The School is legally required to carry out a number of pre-appointment checks. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. In order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. Please note that the School will carry out online searches on shortlisted candidates, as per Keeping Children Safe in Education.

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

# Disclosure & Barring Service Checks

**Disclosure & Barring Service Checks**

Caistor Grammar School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the School’s privacy notice.

If you have lived or worked outside of the UK in the last five years, we may require additional information in order to comply with Safer Recruitment requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until we have received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

# Safeguarding

# Caistor Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. All appointments are subject to an enhanced DBS check and positive references.

# Section 1 - Application Details

|  |  |
| --- | --- |
| POST APPLIED FOR: |  |
| CLOSING DATE:  |  |
| FOR TEACHING STAFF:SPECIALIST SUBJECT(S): |  |
| PLEASE IDENTIFY ANY ADDITIONAL SUBJECT(S) WHICH YOU ARE ABLE TO OFFER: |  |
| REASON FOR SEEKING THIS APPLICATION (E.G. PROMOTION, MOVING TO THE AREA, ETC.) |  |
| PLEASE STATE WHEN YOU WOULD BE AVAILABLE TO TAKE UP EMPLOYMENT IF OFFERED: |  |

# Section 2 - Personal Details

|  |  |
| --- | --- |
| TITLE\*: (MR/MRS/MISS/MS/OTHER) | SURNAME: |
| FORENAMES: | PREFERRED NAME:  |
| FORMER NAME(S) (IF ANY): | NATIONAL INSURANCE NUMBER:  |
| TEACHER REGISTRATION NUMBER (IF APPLICABLE): | TELEPHONE NUMBER(S): |
| ADDRESS: | EMAIL ADDRESS: |
| HAVE YOU LIVED OR WORKED OUTSIDE THE UK IN THE LAST 5 YEARS?  | [ ]  YES [ ]  NO |
| IF YES, PLEASE PROVIDE DETAILS. |  |
| ARE YOU ELIGIBLE FOR EMPLOYMENT IN THE UK? | [ ]  YES [ ]  NO |
| PLEASE PROVIDE DETAILS (e.g. Born in the UK): |
| DO YOU HAVE QUALIFIED TEACHER STATUS? | [ ]  YES [ ]  NO |
| PLEASE REFER TO THE ‘GUIDANCE FOR APPLICANTS WITH DISABILITIES’ NOTE ON THIS APPLICATION FORM BEFORE COMPLETING THESE QUESTIONS. |
| DO YOU HAVE ANY SPECIAL REQUIREMENTS IN RELATION TO ANY INTERVIEW ARRANGEMENTS? | [ ]  YES [ ]  NO |
| IF YES, PLEASE GIVE DETAILS (ACCESS/DIET ETC.) |

# Section 3 - Education & Training

Please start with most recent

|  |  |  |
| --- | --- | --- |
| NAME OF SCHOOL/COLLEGE/UNIVERSITY | DATES | QUALIFICATIONS GAINED |
| SUBJECT | LEVEL | GRADE |
|  | From |  |  |  |
| DD | MM | YY |
| To: |
| DD | MM | YY |
|  | From |  |  |  |
| DD | MM | YY |
| To: |
| DD | MM | YY |
|  | From |  |  |  |
| DD | MM | YY |
| To: |
| DD | MM | YY |
|  | From |  |  |  |
| DD | MM | YY |
| To: |
| DD | MM | YY |

# Section 4 - Current/Most Recent Employment

Current/most recent employer

|  |
| --- |
| CURRENT/MOST RECENT EMPLOYER: |
| CURRENT/MOST RECENT EMPLOYER'S ADDRESS:  |
| CURRENT/MOST RECENT JOB TITLE: |
| DATE STARTED:  | DATE EMPLOYMENT ENDED(IF APPLICABLE): |
| SALARY: | TLR/RESPONSIBILITY POINT (IF ANY): |
| DO YOU/DID YOU RECEIVE ANY EMPLOYEE BENEFITS? | [ ]  YES [ ]  NO |
| IF SO, PLEASE PROVIDE DETAILS OF THESE: |

# Section 5 - Previous employment and/or activities

Please continue on a separate sheet if necessary

|  |  |  |  |
| --- | --- | --- | --- |
| DATES | NAME AND ADDRESS OF EMPLOYER | POSITION HELD AND/OR DUTIES | REASON FOR LEAVING |
| From |  |  |  |
| DD | MM | YY |
| To: |
| DD | MM | YY |
| From |  |  |  |
| DD | MM | YY |
| To: |
| DD | MM | YY |
| From |  |  |  |
| DD | MM | YY |
| To: |
| DD | MM | YY |
| From |  |  |  |
| DD | MM | YY |
| To: |
| DD | MM | YY |

# Section 6 - Other vocational qualifications, skills or training

**Membership of Higher Bodies**

|  |  |  |
| --- | --- | --- |
| NAME OF PROFESSIONAL BODY | DATES | MEMBERSHIP GRADE |
|  | From |  |
| DD | MM | YY |
| To: |
| DD | MM | YY |
|  | From |  |
| DD | MM | YY |
| To: |
| DD | MM | YY |

In-service training (inset) attended in the last 3 years - Please specifically include any safeguarding training.

|  |  |  |
| --- | --- | --- |
| COURSE | QUALIFICATION GAINED | DATES |
|  |  |  |

Please provide details of any **vocational qualifications or skills** that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

|  |
| --- |
|  |

# Section 7 - Gaps in your employment

If there are any gaps in your employment history, eg sabbatical year or looking after children, please give details and dates.

|  |
| --- |
|  |

# Section 8 - Interests

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity.

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| --- |
|  |

# Section 9 - Prohibition from Teaching or Management

**Prohibition from Teaching and Prohibition from Management**

The School is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:

* planning and preparing lessons and courses for students;
* delivering lessons to students;
* assessing the development, progress and attainment of students;
* reporting on the development, progress and attainment of students.

The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Headteacher.

The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:

* Headteacher;
* teaching posts on the Senior Leadership Team;
* teaching posts which carry a Head of Department role;
* teaching posts which carry a Head of Section role;
* support staff posts on the Senior Leadership Team.

The declaration at Section 14 therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and / or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact charlie.coulston@caistorgrammar.com

The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and/or prohibited from involvement in the management of an independent school.

# Section 10 - Details of online profile

Keeping Children Safe in Education asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Candidates are therefore requested to provide the following information as part of your application:

* the social media platforms on which you have accounts;
* the account names / handles for all of your social media accounts, including any under a nickname or pseudonym;
* any websites you are involved with, featured on or named on; and
* any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we will carry out an online search based on the information you provide in this form. We will also search more widely for any other online information about you.

You are not required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

|  |
| --- |
|  |

# Section 11 - References

Please supply the names and contact details of two people for references. One of these **must** be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas, the School may take up references from your overseas employers.

If the School feels it is necessary to take up additional references, for any reason, we will contact you to discuss this before approaching any party for an additional reference.

The School may also telephone your referees in order to verify the reference they have provided.

The School treats all references received as confidential which means that you will not usually be provided with a copy.

|  |  |
| --- | --- |
| **REFEREE 1** | **REFEREE 2** |
| NAME: | NAME: |
| POSITION IN ORGANISATION: | POSITION IN ORGANISATION: |
| ORGANISATION: | ORGANISATION: |
| ADDRESS: | ADDRESS: |
| TELEPHONE:E-MAIL: | TELEPHONE:E-MAIL: |
| OCCUPATION: | OCCUPATION: |

# Section 12 - Personal Statement

You are invited to submit a letter in support of your application. Your supporting letter can be a maximum of two sides of A4 paper. Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any personal qualities, experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.

# Section 13 - Use of information

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome.

# Section 14 - Checklist

|  |  |
| --- | --- |
| I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children | [ ]  |
| I confirm that I am not prohibited from carrying out 'teaching work' | [ ] (do not tick this box if the role for which you are applying does not involve 'teaching work') |
| I confirm that I am not prohibited from being involved in the management of an independent school | [ ] (do not tick this box if the role for which you are applying is not a management role) |
| I confirm that I have provided details of all my online profiles (including social media accounts under nicknames and / or pseudonyms) and I have not knowingly withheld any information. | [ ]  |
| I confirm that the information I have given on this application form is true and correct to the best of my knowledge | [ ]  |
| I understand that providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence  | [ ]  |
| I understand that canvassing, directly or indirectly, will be a disqualification. | [ ]  |
| I understand that any employment is subject to a satisfactory health clearance. | [ ]  |
| I understand that, under legislation for the Disclosure and Barring Service, I will be asked to agree to a check being made by the DBS Service concerning the existence and content of any criminal record I hold. | [ ]  |

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

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 14.

# Appendix 1: Guidance for applicants with disabilities

In the interest of fair treatment, and to enable us to meet our commitments under our Equal Opportunities policy, it is important that you tell us whether you require any adjustments to any part of the selection procedure, including arrangements for an interview. This application form allows you to provide such information in Section 2. If you are offered a position, any adjustments to the working conditions or environment that may be required to enable you to carry out the duties of your role will be considered in consultation with you.

Caistor Grammar School defines disability as follows:

A person has a disability if they have 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, where:

* A mental impairment is defined as an impairment resulting from or consisting of a mental illness only if the illness is a clinically well-recognised mental illness;
* Long-term means the effect of the impairment has lasted or is likely to last at least 12 months or is likely to last for the rest of a person’s life;
* Normal day-to-day activities are defined as: mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech, hearing or eyesight; memory or ability to concentrate, learn or understand; perception of the risk of physical danger.

NB: Any disability which does not have a substantial and long-term effect is not considered to be a disability under these specifications.

Other conditions included within the definition of disability not outlined above are:

* A recurring condition which has persisted for more than 12 months or is likely to persist for more than 12 months;
* A progressive condition, e.g. cancer, multiple sclerosis, muscular dystrophy or HIV which has, or has had, an effect on normal day-to-day activities;
* People with severe disfigurements, although some with deliberately acquired disfigurements will not be covered;
* People registered as disabled under the Disabled Persons (Employment) Act, 1944, on 12 January 1995 and on the date the employment right comes into force, who will be deemed to be covered for 3 years after 2 December 1996. People with a history of disability will also have protection, even if they do not now have a disability.



# Equal Opportunities Monitoring Form

Caistor Grammar School is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of sex, race, marriage or civil partnership, religion or belief, pregnancy and maternity, sexual orientation, gender reassignment, disability or age.

This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our workforce. These objectives comply with the requirements of the Equality Act 2010.

We would be grateful if you would complete this form and return it with your completed Application Form. You are **not** obliged to answer the questions but the more information you supply, the more effective our monitoring will be. The information you provide will be used solely for monitoring purposes. It will be kept securely and will not be passed to the interview panel.

The School will process personal data in accordance with our Data Protection policy and Privacy Notices.

Thank you for your assistance.

When completing this form please tick the boxes which most closely relate to you.

|  |  |
| --- | --- |
| APPLICATION FOR POST OF |  |

**What is your gender (please mark in the box)? If you are currently undergoing the process of gender reassignment, please use the gender you identify with.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Male | [ ]  |  | Female | [ ]  |  | Non-binary | [ ]  |
| Other | [ ]  |  | Prefer not to say | [ ]  |  |  |  |

**Is the gender you identify with the same as your gender registered at birth?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Yes | [ ]  |  | No | [ ]  |  | Prefer not to say | [ ]  |

**Is your age between (please tick)?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 16-24 | [ ]  |  | 25-34 | [ ]  |  | 34-44 | [ ]  |
| 45-54 | [ ]  |  | 55-64 | [ ]  |  | 65 or over | [ ]  |

**How would you describe your sexual orientation (please tick)?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Heterosexual | [ ]  |  | Bisexual | [ ]  |  | Lesbian | [ ]  |
| Gay | [ ]  |  | Other | [ ]  |  | Prefer not to say | [ ]  |

**How would you describe your religion (please tick)?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| My religion is:  |  | I am not religious | [ ]  |  | Prefer not to say | [ ]  |

**How would you describe your nationality and / or ethnicity (please tick)?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Asian or Asian British |  |  | Black, African, Caribbean or Black British |  |  | Mixed or Multiple Ethnic Groups |  |
| Indian | [ ]  |  | African | [ ]  |  | White and Black Caribbean | [ ]  |
| Pakistani | [ ]  |  | Caribbean | [ ]  |  | White and Black African | [ ]  |
| Bangladeshi | [ ]  |  | Any other Black, African or Caribbean background | [ ]  |  | White and Asian | [ ]  |
| Chinese | [ ]  |  |  |  |  | Any other mixed background | [ ]  |
| Any other Asian background | [ ]  |  |  |  |  |  |  |
| White |  | Other ethnic group |  |  |
| English | [ ]  |  | Arab | [ ]  |
| Welsh | [ ]  |  | Any other ethnic group | [ ]  |
| Scottish | [ ]  |  |  |  |
| Northern Irish | [ ]  |  | Prefer not to say | [ ]  |
| Irish | [ ]  |  |  |  |
| British | [ ]  |  |  |  |
| Gypsy or Irish Traveller | [ ]  |  |  |  |

**Do you consider yourself to have a disability or health condition?** [ ]  YES [ ]  NO

If you answered "Yes" , please give brief details of your condition.

|  |
| --- |
|  |

**Do you have caring responsibilities? If yes, please tick all that apply**

|  |  |
| --- | --- |
| None | [ ]  YES [ ]  NO |
| Primary carer of a child/children (under 18) | [ ]  YES [ ]  NO |
| Primary carer of disabled child/children  | [ ]  YES [ ]  NO |
| Primary carer of disabled adult (18 and over)  | [ ]  YES [ ]  NO |
| Primary carer of older person  | [ ]  YES [ ]  NO |
| Secondary carer (another person carries out the main caring role)  | [ ]  YES [ ]  NO |
| Prefer not to say  | [ ]  YES [ ]  NO |

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version

FOR MONITORING USE (to be completed after appointment is made)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NOT INTERVIEWED | INTERVIEWED | APPOINTED | FULL TIME | LESS THAN FULL TIME |
|[ ] [ ] [ ] [ ]  [ ]  |