**High Tunstall College of Science**

**Staff Application Form**

**Inspire | Support | Achieve**

All information in this application will be treated as **private and confidential.**

Please note that all staff must make a positive contribution to:

• The ethos of the College in ensuring they inspire and support all our students to achieve their own personal goals.

• Their own professional development in accordance with the needs of the College.

**SECTION A**

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| **Position Applied for** |  | |
| **Applicant Number (Office use only)** | |  |

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| **PERSONAL DETAILS** | | | |
| **Title** |  | **Home Telephone Number** |  |
| **First Name(s)** |  | **Mobile Telephone Number** |  |
| **Middle Name** |  | **May we contact you at work?** | **Yes No** |
| **Surname** |  | **Work Telephone Number and**  **Extension** |  |
| **Previous Surname**  **(if applicable)** |  | **National Insurance Number** |  |
| **Address (including postcode)** |  | **DfES Number (if applicable)** |  |
| **Are you related to any**  **Governors or staff members?** | **Yes No** |
| **If so, please give details** |  |
| **Email Address** |  | | |

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| **REFERENCES** Please provide details of two referees who can be contacted to supply a professional reference. The first referee should be your present or most recent employer. References **will not** be accepted from relatives or from people writing solely in the capacity of friends. If you are not currently working with children but have done so in the past, you should provide a referee from this post. | | |
|  | **Referee 1** | **Referee 2** |
| **Title** |  |  |
| **First Name** |  |  |
| **Surname** |  |  |
| **Position** |  |  |
| **Address (including postcode)** |  |  |
| **Email Address** |  |  |
| **Telephone Number** |  |  |
| **Work Relationship (NOT**  **a friend or relative)** |  |  |
| **PLEASE NOTE: REFEREES WILL BE CONTACTED IF CANDIDATES ARE SHORTLISTED FOR INTERVIEW.** | | |

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| **Do you have any particular needs if you are selected for interview?** |
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**CHILD PROTECTION (SAFEGUARDING)**

High Tunstall College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service (DBS). Please note candidates suitability to work with children will be explored at interview, including the motivation to work with young people and attitudes towards the use of authority and maintaining discipline.

**REHABILITATION OF OFFENDERS ACT 1974**

The position for which you are applying is exempt from the above Act and requires an enhanced check to be made through the Disclosure and Barring Service (DBS), known as the disclosure process. You are

therefore required to disclose any unspent convictions/cautions/bind-overs that you have received and any prosecutions that are pending against you.

Have you ever been convicted of an offence, received a formal caution or a bind-over set by a court, regardless of when they occurred (including those which would otherwise be considered as 'spent' under the Rehabilitation of Offenders Act 1974), or do you have any prosecutions pending against you?

Yes No

If **Yes**, please provide details in a sealed envelope marked **Strictly Private & Confidential** for the attention of **Helen Meggs, Headteacher’s PA.** Alternatively, you can email any additional information in confidence to [hradmin@hightunstall.hartlepool.sch.uk.](mailto:jplaice@hightunstall.hartlepool.sch.uk) Please indicate if you have provided additional information.

Yes No

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| **ENTITLEMENT TO WORK IN THE UK** | |
| In order to comply with the Asylum and Immigration Act 1996 all prospective employees will be requested to provide evidence of their eligibility to work in the UK. You will be requested to produce an official document e.g. your birth certificate or passport, or a document showing your National Insurance Number, or a current work permit. Further guidance is available from [www.bia.homeoffice.gov.uk/workingintheuk/](http://www.bia.homeoffice.gov.uk/workingintheuk/) | |
| Do you require a work permit to work in the UK?  Yes No | If yes, please give the permit expiry date |
| If yes, do you have a valid work permit?  Yes No |  |

**EQUALITY AND DIVERSITY**

Please complete the enclosed Equality Assurance Monitoring Form. This information will be used only for monitoring purposes or to identify where reasonable adjustments might be made for interview, and will not form part of the selection process. All information will be treated as confidential.

**INFORMATION FOR CANDIDATES**

Please read carefully the information for candidates outlined below and provided in the application pack. Further information regarding the College can be found on our website at [www.htcs.org.uk.](http://www.htcs.org.uk/)

**Saving and Submitting Your Application Form**

Once complete save the application form and attach it to an email message addressed to [hradmin@hightunstall.hartlepool.sch.uk.](mailto:jplaice@hightunstall.hartlepool.sch.uk) Any additional information can be attached to the email. **Curriculum Vitae will not be accepted**. If you do not receive an acknowledgement by the following working day, please contact us on 01429 261446. Emailed application forms can be signed at the time of interview if shortlisted.

Alternatively, if you wish to print and post your application, please send it to Helen Meggs, Headteacher’s PA, High Tunstall College of Science, Elwick Road, Hartlepool, TS26 0LQ, ensuring adequate postage is applied.

We are unable to contact all candidates directly regarding the outcome of applications. You will therefore receive no further communication unless selected for interview. If you have not been contacted within three weeks of the closing date, you should conclude that you have been unsuccessful. If you wish to make further enquiries regarding your application or the position, please telephone the college on

01429 261446.

**SECTION B**

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| **Position Applied for** |  | |
| **Applicant Number (Office use only)** | |  |

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| **CURRENT OR MOST RECENT EMPLOYMENT (please complete all sections)**  If you currently hold two positions, please provide the following information about your second employment on a separate sheet. | | | | | | | |
| **Name of Current or Previous Employer** | | |  | | | | |
| **Position Held** | | |  | | | | |
| **Is this your current or previous employment?** | | | **Current**  **Previous** | **Was/is this a full or part time post?** | | **Full Time**  **Part Time** | |
| **Employer Address** |  | | | **Start Date** | |  | |
|  | **Leaving Date**  **(if applicable)** | |  | |
| **Telephone Number** | |  | | **Length of Notice**  **(if required)** | |  | |
| **Reason for Leaving** | |  | | | | | |
| **Please give a brief description of your duties and responsibilities (continue on a separate sheet if necessary)** | |  | | | | | |
| **Gross Annual Salary (Full time equivalent)** | |  | | | **Any Additional**  **Allowances** | |  |

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| **PREVIOUS EMPLOYMENT**  Complete a separate section for each of your last 4 employers. Any further employment history should be provided on a separate sheet. | | | | | | | |
| **Employer Name** |  | | | | **Start Date** | |  |
| **Location** |  | | | | **Leaving Date** | |  |
| **Please list your role(s) with this organisation, stating dates and salaries for each role** | | | | | | | |
| **Roles and Responsibilities** | | | **Start Date** | **End Date** | | **Gross Annual Salary**  **(full time equivalent)** | |
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| **Reason for Leaving this Employment** | |  | | | | | |

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| **PREVIOUS EMPLOYMENT (continue on a separate sheet if necessary)** | | | | | | | |
| **Employer Name** |  | | | | **Start Date** | |  |
| **Location** |  | | | | **Leaving Date** | |  |
| **Please list your role(s) with this organisation, stating dates and salaries for each role** | | | | | | | |
| **Roles and Responsibilities** | | | **Start Date** | **End Date** | | **Gross Annual Salary**  **(full time equivalent)** | |
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| **Reason for Leaving this Employment** | |  | | | | | |

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| **PREVIOUS EMPLOYMENT (continue on a separate sheet if necessary)** | | | | | | | |
| **Employer Name** |  | | | | **Start Date** | |  |
| **Location** |  | | | | **Leaving Date** | |  |
| **Please list your role(s) with this organisation, stating dates and salaries for each role** | | | | | | | |
| **Roles and Responsibilities** | | | **Start Date** | **End Date** | | **Gross Annual Salary**  **(full time equivalent)** | |
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| **Reason for Leaving this Employment** | |  | | | | | |

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| **PREVIOUS EMPLOYMENT (continue on a separate sheet if necessary)** | | | | | | | |
| **Employer Name** |  | | | | **Start Date** | |  |
| **Location** |  | | | | **Leaving Date** | |  |
| **Please list your role(s) with this organisation, stating dates and salaries for each role** | | | | | | | |
| **Roles and Responsibilities** | | | **Start Date** | **End Date** | | **Gross Annual Salary**  **(full time equivalent)** | |
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| **Reason for Leaving this Employment** | |  | | | | | |

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| **EMPLOYMENT GAPS**  Please give details and dates for any gaps in your employment history | | |
| **Date From** | **Date To** | **Reason for Gap in Employment** |
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| **EMPLOYMENT RECORD** | |
| Have you ever left any previous job for reasons of early retirement or voluntary redundancy? | **Yes No** |
| Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? | **Yes No** |
| If you have answered yes to any of the above questions, please give brief details and dates below. (Continue on a separate sheet if necessary.) | |

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| **EDUCATIONAL QUALIFICATIONS**  Please give details of your education, listing secondary schools and colleges attended. Evidence of qualifications will be required. Continue on a separate sheet if necessary. | | | | | |
| **Date From** | **Date To** | **School, College or**  **University** | **Qualifications**  **Obtained** | **Grade/Level** | **Date Taken** |
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| **TEACHING OR OTHER PROFESSIONAL QUALIFICATIONS**  E.g. Degree, HNC/HND, Diploma, CIPD, IPDM, ICAEW, B.Ed, PGCE, Certificate of Education etc. | | | | |
|  | **Institution** | **Date**  **Completed** | **Qualifications Obtained** | **Grade/Level** |
| **Teaching**  **Qualification** |  |  |  |  |
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| **Degree/Masters** |  |  |  |  |
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| **Other Qualifications** |  |  |  |  |
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| **ADDITIONAL INFORMATION ABOUT YOUR TEACHING QUALIFACATIONS**  (Complete only if you are applying for a teaching position at the College) | |
| Do you have Qualified Teacher Status (QTS)? | Yes No |
| **PLEASE NOTE: CERTIFICATES WILL BE CHECKED AT THE TIME OF APPOINTMENT** | |
| If you have qualified teacher status please confirm which of the following student group it qualifies you to teach: (Please tick one or more)  Primary Secondary Post 16 Adult | |

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| **CONTINUED PROFESSIONAL DEVELOPMENT**  Please give details of relevant courses attended or professional training received | **Date** |
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| **MEMBERSHIP OF PROFESSIONAL ORGANISATION(S)** | |
| **Organisation** | **Level** |
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**COMPUTER LITERACY**

Please provide brief details regarding your IT skills/packages you are familiar with

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|  | **DETAILS TO SUPPORT YOUR APPLICATION**  Please state clearly how you meet the essential requirements listed on the person specification. Give details of any work or other experience and skills you have which may be relevant to your application, including voluntary work and interests. To help you complete this section, please refer to the job description/person specification. The information you provide in this section is a key part of the shortlisting process. |  |
| *(Continue on a separate sheet if necessary)* | | |

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| **ADDITIONAL INFORMATION** | |
| Have you ever been included on the DfES List 99? | Yes No |
| Have you ever been disqualified from working with children? | Yes No |
| If you have answered **Yes** to any of the above questions, please give details in a sealed envelope marked **Strictly Private & Confidential** for the attention of **Helen Meggs, Headteacher’s PA**. Alternatively, you can email any additional information in confidence to [hradmin@hightunstall.hartlepool.sch.uk.](mailto:jplaice@hightunstall.hartlepool.sch.uk)  Please indicate if you have provided additional information. Yes No | |

**DRIVING LICENSE**

Do you hold a full UK driving license?

Yes No

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| **DECLARATION**  I certify that to the best of my knowledge the information given in this application is factually correct and I  understand that discovery of any false information may, in the event of my employment, result in dismissal or disciplinary action by the College. I understand that should my employment begin before my  references and disclosure clearance have been received and these prove to be unsatisfactory, my  engagement may be ended without prior notice.  **DATA PROTECTION**  I agree to High Tunstall College of Science processing the personal data provided in the application form and other relevant data which the college may obtain from me or other people whilst I am an employee.  I agree to the processing of such data for any purposes connected with my employment or for any other  legitimate purposes. | |
| Signature of Applicant |  |
| Date |  |
| Application forms submitted by email can be signed at the time of interview if shortlisted. | |
| High Tunstall College of Science is committed to Equality of Opportunity. Applications are welcome from people of all backgrounds, regardless of gender, marital status, age, ethnic origin, nationality, religion, disability or sexual orientation. | |

**Once completed, please follow the instructions at the bottom of the next page to save and submit your form.**

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**EQUALITY ASSURANCE FORM**

**Additional Information for Recruitment/Monitoring of Job Applications**

High Tunstall College of Science is committed to Equality of Opportunity. Applications are welcome from people of all backgrounds, regardless of gender, marital status, age, ethnic origin, nationality, religion, disability or sexual orientation.

**THE COMPLETION OF THIS EQUALITY ASSURANCE MONITORING FORM IS ENTIRELY OPTIONAL.**

We do however ask that you support us, in respect of the monitoring of equality assurance in connection with our recruitment and selection procedures, by the completion and return of this form. The information on this form will be treated in the strictest confidence and will only be used in accordance with Data Protection principles. The results will be used to produce statistics about recruitment and selection and equality assurance, or to identify where reasonable adjustments might be made and will

not form part of the selection process.

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| **Post Applied For** | |  | | | | | |
| **As Advertised in** | |  | | | | | |
| **First Name** | |  | | **Surname** | |  | |
| **Gender** | Choose an item. | | **Age Range** | Choose an item. | **Marital Status** | | Choose an item. |

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| **Disability**  The information provided will be treated confidentially and will only be used for monitoring purposes | |
| Do you consider that you have any of the following? | Choose an item. |
| If you have a disability that is not listed above, please specify here |  |

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| **Ethnic Origin** | |
| I would describe myself as: |  |
| If your ethnic origin is not listed above, please specify here |  |

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| **Religion** | |
| Please select your religion | Choose an item. |
| Please give details of other religion (if not listed) |  |

**Policy Statement**

The Governing Body will endeavour to recruit staff of the highest caliber in order that the Mission Statement and the aims of the College are achieved. The Recruitment and Selection Policy is based on the principles of equality of opportunity and the fair and open treatment of individuals. The Governing Body welcomes applications from individuals from all backgrounds. The Safer Recruitment Policy should be read in conjunction with the College's Equality and Diversity Policy.

**Saving and Submitting Your Application Form**

Once complete save the application form and attach it to an email message addressed to [hradmin@hightunstall.hartlepool.sch.uk.](mailto:jplaice@hightunstall.hartlepool.sch.uk) Any additional information can be attached to the email. **Curriculum Vitae will not be accepted**. If you do not receive an acknowledgement by the following working day, please contact us on 01429 261446. Emailed application forms can be signed at the time of interview if shortlisted.

**High Tunstall College of Science, Elwick Road, Hartlepool, TS26 0LQ**

**Tel: (01429) 261446 Fax: (01429) 222856 Email:** [**htadmin@hightunstall.hartlepool.sch.uk**](mailto:htadmin@hightunstall.hartlepool.sch.uk)

**Website:** [**www.htcs.org.uk**](http://www.htcs.org.uk/) **@hightunstall**