

**Queen Elizabeth’s High School**

An 11-18 Grammar School. Original Charter 1589.

**CONFIDENTIAL**

**APPLICATION FORM FOR APPOINTMENT TO A POST IN A SCHOOL**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

* *Please complete clearly in black ink or typescript. This application form must be completed in full. A CV will not be accepted as a replacement for any part of this form.*
* *Please return this form to the school to which you are applying unless you are applying for a head teacher post where you must return it to the Chair or the Clerk to Governors.*
* ***A letter of application is required to accompany the formal application form.*** *This must be limited to one side of A4 paper and is an opportunity for you to explain how you believe your own experience equips you for the post and for you to outline how you would approach this role at QEHS.*
* *If you have not been invited for an interview within 4 weeks of the closing date, please assume that your application has been unsuccessful on this occasion.*

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| **For non-teaching posts, you can disregard the shaded boxes.** |

**POST DETAILS**

|  |  |
| --- | --- |
| Post applied for: | At (school): |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title: | Forenames: |
| Surname: | Previous surnames:  Dates used: FROM TO |
| Prefer to be known as: | Date of birth (DD/MM/YY): |
| National Insurance Number: | Teacher Reference Number: |
| Address: | Mobile phone number (preferred): |
|  | Home phone number (alternative): |
|  | Work phone number (alternative): |
| Email: |  |
| If applicable, please give the date when your continuous local government service commenced (month / year): | |

**RIGHT TO WORK IN THE UK**

All candidates invited for an interview will be required to produce original documentation that proves their right to work in the UK. You will receive further information about acceptable documentation if you are invited to attend an interview.

Do you have the right to work in the UK?

**Yes No**

**PERSONAL INTERESTS**

Are you, to the best of your knowledge, related to or personal friends with any Senior Staff or Governors of the school to which you are applying?

**Yes No**

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| --- |
| If yes, please enter the names and positions of all known relations: |

*A candidate who fails to disclose their relationship to a Senior Staff Member or Governor of the school, may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal.*

Do you currently have children at the school or have your children attended the school in the past?

**Yes No**

Do you have any outside private business interests that may conflict with those of the Council's / School’s business?

**Yes No**

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| If yes, please describe your private interest: |

**EDUCATION, TRAINING, QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS**

Please include in chronological order. Documentary evidence of relevant qualifications/ memberships must be presented at interview. These must be originals. Continue on a separate sheet if necessary and attach it securely to your application form.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Educational Establishment | Full or Part Time | Dates | | Qualification Achieved | | |
| From | To | Subject | Level | Grade |
|  |  |  |  |  |  |  |

**TEACHING QUALIFICATION**

|  |
| --- |
| Date qualification awarded: (Month & Year) |
| Date of completion of probation: |

**PRESENT EMPLOYER**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Job Title: | Date appointed: | Salary: |
| Type of School: | Single / mixed sex: | Number on roll: | Age range taught: |
| Summary of main duties: | | | |
| Period of Notice required: | | | |

**PREVIOUS EMPLOYMENT**

Please include in chronological order and continue on a separate sheet if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Job Title | Dates  (month & year) | | Full or Part Time | Reason for Leaving |
| From | To |
|  |  |  |  |  |  |

**PERIODS OF UNPAID ACTIVITY**

Please give reasons and duration for any gaps when you have not been in employmentafter the age of 18 years, for example, raising a family, unpaid voluntary work, time spent travelling.

|  |  |  |
| --- | --- | --- |
| Details | Dates (month & year) | |
| From | To |
|  |  |  |

**PERSONAL STATEMENT**

Please explain how you would relate your education, training and experience (including those not related to employment) to the requirements of the post for which you are applying.

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**REFEREES**

Please note all references will be taken up after shortlisting and before interview and should ideally cover a 5-year period. We may request additional references.

You must supply full contact details for a minimum of **two** referees. One referee must be your **current or last employer** however if you have never had an employer, one referee must be a senior staff member from your last place of study. One referee should be able to refer to your most recent work with children. If your current or last employment was within a school, one referee must be **the head teacher**. A referee must not be a relative or partner. If you cannot meet the criteria outlined above, you can supply a character reference from a professional person known to you.

**In accordance with the Data Protection Act 2018, please indicate that we are able to contact this referee prior to interview:**

## Referee 1 - Current or Most Recent Employer YES / NO

|  |  |
| --- | --- |
| First name: | Surname: |
| Organisation: | Address: |
| Email: |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference (Academic/Character/Work): |

## In accordance with the Data Protection Act 2018, please indicate that we are able to contact this referee prior to interview:

## Referee 2 YES / NO

|  |  |
| --- | --- |
| First name: | Surname: |
| Organisation: | Address: |
| Email: |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference (Academic/Character/Work): |

**CRIMINAL CONVICTIONS**

* The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children.
* The post you are applying for is subject to an enhanced disclosure and you are required to declare any spent or unspent convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013.
* You must also inform us if you are on List 99, disqualified from working with children, or have any active restriction which would prevent you taking up this post.
* Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an “unspent” conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.
* Failure to disclose any information required of you may result in your application being rejected or disciplinary action being taken if you have commenced employment with the School. The information you provide under this section will not be used for shortlisting purposes but will be discussed at interview if the School consider it is relevant to the position you are applying for.

Have you any spent or unspent convictions, cautions, reprimands or final warnings that are not 'protected' to declare?

**Yes No**

|  |  |
| --- | --- |
|  |  |
| If yes, please provide details below including the nature of the offence/alleged offence, date and full name at the time of the offence: | | |

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

Are you a foreign national or a UK resident who has ever lived or worked abroad for more than three months?

**Yes No**

You will be expected to obtain a Statement of Good Conduct (SOGC) from the Embassy of that/those country/countries

|  |
| --- |
| If yes, please list all countries you have visited during this time: |

**Declaration**

* I certify that the information I have given on this form is true and accurate to the best of my knowledge.
* I have read or had explained to me and understand all the questions on this form.
* I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
* I authorise the School to undertake the necessary pre-employment checks and to verify any information given.
* I understand that satisfactory references, DBS, medical clearance, verification of qualifications and evidence of right to work in the UK are required before any final offer of employment can be made.
* KCSiE 2022 Online Searches.

Schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

I understand that an online search will be conducted on my name(s) if I am shortlisted for the above role. I am also aware that the school may choose to explore further at interview anything the online search reveals about me.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Your Personal Data**

It is necessary for us to collect and process personal data about you in order to assess your eligibility to work with us and to make a decision about your recruitment and employment. Information about how your personal data is used is provided in the schools recruitment privacy notice. A copy of the notice is included within this application pack.

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| **RETIRED TEACHERS**  Under the Teachers Pensions Regulations, those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health, cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again. |

**RECRUITMENT MONITORING**

The school is committed to achieving fairness and equality in employment as contained within the Council's Equality and Diversity policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form you will be supporting the Council in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This information will be stored securely and confidentially and **will not be taken into account when making the appointment**.

|  |  |
| --- | --- |
| Title: | Forenames: |
| Surname: | Previous surnames: |
| Date of birth (DD/MM/YY): | Gender: |
| Marital / Civil Partnership Status: | Religion / Belief: |
| Sexual Orientation: | Ethnic group: |
| Nationality: | Where did you hear about this vacancy: |

**POSITIVE ABOUT DISABLED PEOPLE**

The school welcomes applications from disabled people. We have been awarded the 'Positive about Disabled People' symbol in recognition of our commitment to ensure that disabled people are supported and treated fairly at every stage of their selection, employment and career development. We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for.

For this purpose, disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months or is likely to last for the rest of a person's life.

Please advise us in the box below if you consider yourself to have a disability and of any reasonable adjustments which are needed to ensure the interview is accessible to you.

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| --- |
| Details of disability and any reasonable adjustments needed for interview. |

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*Original Charter*

*1589*