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Ponteland High School

Aiming for our students to be happy, feel safe and secure, and achieve exceptionally well

Please follow the instructions in the accompanying details of the post applied for and return all completed papers to:

Kieran McGrane (Headteacher)

Ponteland High School

The Crescent

Callerton Lane

PONTELAND

Newcastle upon Tyne NE20 9EG

# APPLICATION FOR APPOINTMENT TO THE STAFF OF THE SCHOOL

(Please complete all sections as appropriate)



1. Post applied for: Salary/Grade:
2. Surname(s): Other Names:
3. Former Surname(s): Mr/Mrs/Miss/Ms/Dr
4. Address:
5. Telephone number (Home/Mobile):

1. Email:
2. Present Employment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title and Type of Job | Full  or  P/T | Employer and address | Dates | | | |  |
| From | | To | |  |
| M | Y | M | Y |  |
|  |  |  |  |  |  |  | |
| National Insurance Number: | | | | | | | |
| DfE Teacher Number: | | | | | | | |
| How many days’ absences, through ill health, have you had in the last 2 years?: | | | | | | | |
| Present Salary £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per annum Grade/ Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |

1. Previous Employment Experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of Job/Grade etc | Employer | Dates | | | |
| From | | To | |
| M | Y | M | Y |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Education: Secondary Schools, Colleges, Universities attended

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Institution | Address | Dates | | | |
| From | | To | |
| M | Y | M | Y |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Courses Started, Examination(s) taken, Qualifications gained

|  |  |  |
| --- | --- | --- |
| Qualifications  (GCSE, A Level, Certificates, Diploma, Degrees etc) | Subjects/Area of Study and Grades | Date Awarded |
|  |  |  |

1. Recent professional development/learning/training attended

|  |  |  |
| --- | --- | --- |
| Nature of Training | Provider | Date |
|  |  |  |

1. How much notice do you need to give in your present employment?:
2. REHABILITATION OF OFFENDERS ACT, 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at unlock.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

1. PROTECTION OF CHILDREN - DISCLOSURE OF CRIMINAL RECORD:

You will be requested to undergo a check from the Disclosure and Barring Service.

1. HEALTH AND WELLBEING

If you have a disability, or require adjustments to accommodate a disability, please let us know here.

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1. REFERENCES

Names and addresses of two persons having knowledge of the candidate’s work to whom reference may be made. One of these should be your present Headteacher/ Employer if you are currently working in a school setting or your college tutor if you are applying for a first appointment.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name and Address | Position Held | Contact  Numbers |
| 1 |  |  | Work: |
| Email: | Mobile: |
| 2 |  |  | Work: |
| Email: | Mobile: |

1. DECLARATION

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to:

1. two satisfactory references
2. a satisfactory DBS certificate and check of the Barred list
3. the entries on this form proving to be complete and accurate
4. a satisfactory medical report, if appropriate.

I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard

Candidate’s Signature: Date:

Where did you hear about this vacancy? (Please tick all that apply)

|  |  |
| --- | --- |
| TES |  |
| Schools North East Jobs Board |  |
| School website |  |
| Twitter |  |
| Word of mouth |  |
| Other (please specify) |  |

|  |
| --- |
| ADDITIONAL NOTES   * Canvassing member of the selection panel directly or indirectly shall be a disqualification from consideration * If you are not notified within 7 days of the closing date for applications you may presume that you have not been selected for an interview. * False or misleading information may lead to a candidate's disqualification |

|  |
| --- |
| DATA PROTECTION   * The personal information (data) collected on this form, and on the attachments, (which includes the collection of sensitive personal data) is collected for the purpose of recruitment, personal administration (for new employees) and monitoring. * Application forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. * Pele Trust will protect and keep secure, all personal data collected. * All personal data is processed for the purpose of recruitment, and, in the case of successful applications, for the satisfactory administration of their employment, and for no other purpose.   EQUALITY OF OPPORTUNITY   * Pele Trust’s equal opportunities policy covers all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their age, gender, ethnic origin, nationality, colour, religion, marital status, sexual orientation, disability, or offending background. |

*Ponteland High School is part of Pele Trust . Registered address: Callerton Lane, Ponteland, Newcastle upon Tyne NE20 9EY.*

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