# Application Form for Employment

**(Teaching and Support Staff)**

Please complete all sections on this form. If any sections do not apply to you, please enter ‘not applicable’. Please note CVs will only be considered when accompanied by a completed application form.

|  |  |
| --- | --- |
| **Application for the post of** |  |
| **Position Ref No** |  |

**Your details**

|  |  |
| --- | --- |
| Title |  |
| Forename |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Telephone number |  |
| Email address |  |
| NI Number |  |

## How would you like us to contact you about your application?

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| By phone |  |  |
| By email |  |  |
| By post |  |  |

**Eligibility to work in the UK**

|  |  |
| --- | --- |
| Are you eligible to work in the UK? | **Yes/No** |
| Are you a Swiss/EEA citizen?  If “Yes” to the above, when did you become resident in the UK? | Yes /No **Date:**  (DD/MM/YY) |
| Do you require a work permit to work in the UK? | **Yes/No** |

**Teachers only**

|  |  |
| --- | --- |
| Do you have Qualified Teacher Status | **Yes/No** |
| Teaching Ref No / DfE No |  |
| Date of qualification |  |
| Have you completed an induction year as a Newly Qualified Teacher? | **Yes/No** |

## Employment History

Starting with your most recent job role, please list all previous employment (whether paid or unpaid) providing all of the requested details. Please include periods of unemployment.

|  |  |
| --- | --- |
| Name of Current/Last Employer:  Address: | Start date of employment:End date of employment: |
|  | Job title: |
|  | Salary / Grade: |
| Period of Notice: | Reason for leaving: |
| Brief description of responsibilities: | |

**Previous Employment**

|  |  |
| --- | --- |
| Name of Employer:  Address: | Start date of employment: |
| End date of employment: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
| Name of Employer:  Address: | Start date of employment: |
| End date of employment: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
| Name of Employer:  Address: | Start date of employment: |
| End date of employment: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
| Name of Employer:  Address: | Start date of employment: |
| End date of employment: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
| Name of Employer:  Address: | Start date of employment: |
| End date of employment: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
|  |  |

## Education

Please start with the most recent. Please use a continuation sheet if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates (From/To)** (dd/mm/yy) | **Name of Institution** | **Qualified Teaching Status (GTP/PGCE/BEd)** | **Result** | **Date** | **Awarding Body** |
|  |  |  |  |  |  |
| **Dates (From/To)** (dd/mm/yy) | **Name of University** | **Masters/PhD** | **Result** | **Date** | **Awarding Body** |
|  |  |  |  |  |  |
| **Dates (From/To)** (dd/mm/yy) | **Name of University** | **Degree** | **Result** | **Date** | **Awarding Body** |
|  |  |  |  |  |  |
| **Dates (From/To)** (dd/mm/yy) | **Name of School/College** | **A Level/ AS Level or equivalent** | **Result** | **Date** | **Awarding Body** |
|  |  |  |  |  |  |
| **Dates (From/To)** (dd/mm/yy) | **Name of School** | **GCSE Level or equivalent** | **Result** | **Date** | **Awarding Body** |
|  |  |  |  |  |  |

###### Gaps in Employment

If there are any gaps in your employment history, even if only a few weeks, e.g. looking after children, sabbatical year, please give details and **exact dates.**

|  |
| --- |
|  |

###### Training and Development

Please give details of any qualifications or training that you have received, which support your application. Include any on the job training as well as formal courses.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University/Other** | **From** | **To** | **Qualification/Grade obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Professional Memberships/Qualifications**

Please provide details of any professional qualifications and memberships of professional institutes that you hold.

|  |  |
| --- | --- |
| **Name of Professional Body** | **Qualification/Membership and Date** |
|  |  |
|  |  |
|  |  |
|  |  |

**Interests**

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

|  |
| --- |
|  |

**Supporting Statement and Achievements**

Please use the space below to tell us how you meet the criteria for this post – you will find it useful to refer to the Guidance Notes to help you complete this part of the application form. We need to have this information in order to consider your application. Please attach a separate sheet if you require more space.

|  |
| --- |
|  |

**Declaration**

|  |  |
| --- | --- |
|  |  |
| Are you related to, or have a close personal relationship with any current employee or School Governor? | Yes/No |

If yes, please state their name and the position they hold:

|  |  |
| --- | --- |
| Name |  |
| Position |  |

The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.

The School must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

**Sanctions, Restrictions and Prohibitions**

|  |  |
| --- | --- |
| Have you ever been referred to, or are you the subject of, a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)), any equivalent body in the UK or a regulator of the teaching profession in any other country? | **Yes/No** |

**If answering 'YES' to the above,** please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.

**Declaration of Offences - Disclosure of Criminal Convictions / Cautions**

**Before completing this section, please read the following notes carefully and the “Self-Disclosure Form” on the school website.**

It is an offence for an individual with certain criminal convictions to attempt to engage in regulated activity (working with children) and as a result, such individuals would be unable to carry out the advertised role.

As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for The Charles Dickens School. The Charles Dickens School is also required to carry out a DBS check in order to determine your suitability for the role.

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

**Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?**

**Yes           No**

**Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?**

**Yes           No**

**If the answer is yes to either of the above questions,** please provide full details in the **Disclosure of Criminal Convictions Self-Disclosure Form** and return to the school separately in a sealed envelope marked "confidential disclosure" with your application form. It will be opened only if you are shortlisted for interview – otherwise it will be returned unopened to you.

I understand that if my application is successful I will be required to obtain an enhanced DBS disclosure.

## Referees

## Please give details of two referees, one of whom must be your current and/or last employer and the other from a previous employer. Please see guidance notes for more information.

|  |  |
| --- | --- |
| **Referee one: This referee must either be your current or previous employer. If applying for a teaching or student support role this must be current or most recent Headteacher.** | |
| **If you are invited for interview we will approach this referee without further reference to you.** | |
| Name |  |
| Job title |  |
| Organisation |  |
| Address |  |
| Post Code |  |
| Relationship to you |  |
| Telephone number |  |
| Email address |  |

|  |  |
| --- | --- |
| **Referee two:** | |
| **If you are invited for interview we will approach this referee without further reference to you.** | |
| Name |  |
| Job title |  |
| Organisation |  |
| Address |  |
| Post Code |  |
| Relationship to you |  |
| Telephone number |  |
| Email address |  |

The School may use internet searches, including social media searches to perform pre-employment checks on candidates in the course of recruitment. Where the School does this, it will act in accordance with its data protection and equal opportunities obligations.

**Disability**

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.

|  |  |
| --- | --- |
| Do you have a disability you wish us to know about at this stage? | Yes/No |
| If yes, please let us know what access requirements you may have |  |

**Where did you hear about this opportunity?**

|  |  |  |  |
| --- | --- | --- | --- |
| School website | Yes/No | Indeed | Yes/No |
| Kent Teach | Yes/No | Social Media | Yes/No |
| TES | Yes/No | Friend/Colleague | Yes/No |
| Other (please state) |  |  |  |

**Data Protection**

The School processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws.

I understand that providing misleading or false information/qualifications may affect any recruitment decision made relating to me or if appointed, may lead to disciplinary action and dismissal.

**I authorise The Charles Dickens School to check the information supplied and hold all such information in both paper and electronic formats.**

If you are successful in your application you will be asked to sign this declaration

I certify that:

* I have read and understood the attached guidance notes and the attached guidance notes in the **Disclosure of Criminal Convictions Self-Disclosure Form**;
* to the best of my belief and knowledge, the information I have entered on this form is true and accurate and I understand that any false or misleading information or failure to disclose criminal convictions will result, in the event of employment, in a disciplinary investigation by Barton Court Grammar School and could lead to dismissal without notice.

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

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

**Guidance Notes**

1. **How to complete your application**

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

1. **What are selection criteria**

Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited for an interview, or, the next stage of the selection process. The person specification should help you to match your skills, abilities and Knowledge against the selection criteria.

1. **Working in the UK**

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.

1. **Current or most recent employment**

We need you to provide us with your complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent at school/further education. In addition to the standard reference questions the employer/organisation will be asked about disciplinary offences relating to children, including "spent ones" and where the applicant has been the subject of any child protection concerns and details of these. For this three-year history please provide full postal addresses, including postcodes. If applying for a teacher role or support staff role working directly with children your current/most recent Headteacher is required as your first referee.

References will be taken up for short-listed candidates.

1. **Qualifications & Training**

Please give details of your education, qualifications and training, starting with secondary school. If we have requested that you have a professional qualification for this job, you will need to provide us with the relevant original certificates/registration documents.

1. **Supporting statement and achievements**

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give examples of what you have done which prove your ability. If the person specification says, ‘able to organise activities’, you must do more than say, ‘I am an organised person’. Give an example by describing something that you have done, which tells us about the skills you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

1. **Declaration**

We do not exclude people who are related to, or have a close personal relationship with our employees or school governors. We will make sure that they do not take part in the selection for this post.

Please make sure you read and sign/positively tick the declaration.

**Attached Documents**

1. **Declaration of Criminal Offences**

Please see separate form enclosed and read the guidance notes to that declaration carefully prior to completing it. If you answered yes to any of the questions you are required to complete the details within this form and return this to the school separately in a sealed envelope.

The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.

More information on The Disclosure & Barring Service can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

1. **Monitoring**

Attached to this application form is an Equal Opportunities Monitoring Form that should be completed and provided to the school alongside your completed application form. This School has an Equal Opportunity and Diversity Policy, which we ensure that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in the strictest confidence and will only be used for monitoring purposes.

**Checklist**

**Before you submit your application, please check that you have:**

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|  |  |
| --- | --- |
| Read through the Job Description & Person Specification so that you know exactly what the job entails and the skills, knowledge, abilities and perhaps qualification required to do the job |  |
| Read through your application form and make sure that you have filled out all the parts that we have asked you to |  |
| Given clear, step-by-step examples of your skills, abilities, knowledge and experience |  |
| Attached additional information if you have run out of space |  |
| Kept a copy of your completed application form and Job Description and Person Specification |  |
| Completed the following forms to be returned in separate envelopes as indicated in those forms:   * Equal Opportunities Monitoring form * Disclosure of Criminal Convictions Self-Disclosure Form |  |
| Made sure that your application form will be received by the closing date  ***NB if you are sending your form in the post, please ensure that you attach the right amount of postage*** |  |

**What happens next?**

Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted

**Please post/email your completed application form, Equal Opportunities Monitoring Form and Disclosure of Criminal Convictions Self-Disclosure Form in separate envelopes to:**

Mrs Anne-Marie Ormsby

The Charles Dickens School

Broadstairs Road

Broadstairs

Kent

CT10 2RL

[recruitment@cds.kent.sch.uk](mailto:recruitment@cds.kent.sch.uk)

Tel: 01843 608686