

Confidential



preparing you
for a world of
opportunity

Teacher's Application Form

Post you have applied for:

An equal opportunities
employer

This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

How to fill in this form

Please fill in this form accurately and thoroughly to give yourself the best chance of getting an interview.

- Read the whole form before you write anything.
- Use a black pen or type your answers as we may need to photocopy the form.
- Answer every question on the form.
- Once you have filled in the form, read your answers and check for errors.
- Sign the form.
- Please note that if you have completed and sent this form electronically, you will be asked to sign it if you are successful at interview.

Your details

Surname: Initials: Address:

Home phone number:

Mobile number:

E-mail address:

Education and qualifications

Please fill in the table below with details of your education and qualifications. List all periods of study, in date order.

Dates (month and year)		Name of school, college or university	Did you study full time or part time?	Qualifications			
From	To			Date	Subject	Grade	Degree and class

Teacher training and qualification

When did you become a qualified teacher?/...../..... When did you complete your induction period?/...../.....

Your DfES reference number:..... Are you registered with the DfE? Yes No

What age range were the pupils you taught while you were training?.....

Which subjects can you teach?.....

Employment

Please fill in the tables below with details of your past employment. If you are a newly qualified teacher please include your teaching practice. **Please start with your present or last employer.** Continue on another sheet if necessary.

Teaching appointments

Dates (month and year)		LEA and school (including type of school and number on roll)	Your post and details of any extra responsibilities	Were you full time or part time?	Reason for leaving	Scale point and salary when you left.
From	To					

Other employment after the age of 18

Dates (month and year)		Employer's name and address	Your position	Your salary when you left	Your reason for leaving
From	To				

Training

Please give details of any relevant training courses you attended in the last two years.

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References

Please give details of two referees below. One of these should be the Headteacher at your present or last school. The other should be someone else from teaching. Headteachers should give details of your Director of Education.

Current School Name of referee:	Name of referee:
Position:	Position:
Address:	Address:
.....
.....
Email:	Email:
Phone Number:	Phone Number:
How do you know them?	How do you know them?

It is our normal practice to apply for references prior to interview. Please let us know if there is any reason why you would prefer us not to take up references at this stage?

.....
.....
.....



Other details

Where did you see this post advertised?

What is your National Insurance number:

Are you applying under the Graduate or Registered Teachers Programme?

Yes • No •

Do you need a work permit?

Yes • No •

Have we employed you before?

Yes • No •

If 'Yes', where did you work?

What date did you leave?

Your letter of application

Please summarise your skills and experience from education, employment and personal life. If we have provided a person specification, try to match your experience against it.

Type your letter on separate sheets (no more than two sides of A4).

Declarations

Under the local government conditions of service you must give us the following information.

Are you related to anyone who may take part in the appointment process? **Yes** **No**

If 'Yes', please give their name and how you are related to them

Rehabilitation of Offenders Act 1974, (Amended 2103) You must sign this declaration.

If we decide to offer you the post, we will ask the police for details of any convictions, cautions, reprimands of final warnings, you may have. This is so we can decide whether we should give you access to children. You must tell us about any convictions, cautions, reprimands of final warnings, (whether in the United Kingdom or another country) you may have. These should exclude those defined as "protected" by the Rehabilitation of offenders Act 1974 (as amended in 2013) We will not approach the police without your permission.

Have you ever been convicted of a criminal offence, cautioned, reprimanded or given a final warning, or are any of these due to happen? **Yes** **No**

If 'Yes', please give details on a separate sheet and enclose the sheet with this application in a sealed envelope marked 'confidential'.

Your signature

Date

DBS checks are carried out on the basis of the academy trust's legal obligations in relation to the safer recruitment of staff as stipulated in the DfE's guidance, "Keeping Children Safe in Education" and the DBS information (which will include personal data related to criminal convictions and offences) is further processed in the substantial public information, with the objective of safeguarding children. Retention of the information is covered by the Records Retention Policy.

Access to the DBS Information is restricted to those staff who have a genuine need to have access to it for their job roles. In addition to the provisions of the GDPR and the Data Protection Act 2018, disclosure of this information is restricted by section 124 of the Police Act 1997 and disclosure to third parties will only be made if it is determined to be lawful.

If we employ you, the following will apply to you.

We must protect the public funds we handle, so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

The information on this form is correct. I understand that if I tell you something which I know is wrong or misleading, or I do not give you information which is relevant to my application, you may reject my application or, if I get the post, take disciplinary action, including dismissing me.

I consent to the Trust processing my data in line with the school workforce privacy notice and Data Protection Policy (available to view on the School website).

Your signature

Date

Monitoring Form

Equal Opportunities

We are an equal opportunities employer.

We recruit, train and promote people because of their ability, the needs of the post and other relevant criteria. We encourage all our employees to take advantage of the opportunities we provide for training and development.

We treat all employees and people who apply to us equally. We will not consider your race, nationality, colour, ethnic or national origin, age, sex, marital status, sexuality, beliefs or disability in any matters to do with employment.

We regularly review our practices and procedures to make sure our equal opportunities policy is working. But we need more than this formal statement to make our policy work. We expect each of our employees to make their own contribution. And we make all our employees and people who apply to us aware of our policy.

Questions about you

Our policy on equal opportunities makes sure our selection procedures are fair to everyone. We must judge people only on their ability to do the job. To make sure we are meeting these aims, we need to record certain details about people who apply for posts.

For this reason, please answer the questions on this section of this form. We will remove this section before we make our decision and we will keep the information confidential. We will use the information to keep statistics on the success of our equal opportunities policy.

We cannot interview everyone who applies for a post, so we draw up shortlists based on the application forms. If you believe that we have not treated your application fairly, please write to the Clerk to Governing Body at the school you are applying to. They will investigate the matter.

Data Protection Act 1998

I consent to the data on this form being used for statistical purposes to assist the in the monitoring of equal opportunities.

Signature: _____

Date: _____

Print name: _____

Equal Opportunities policy

To help us monitor the success of our equal opportunities policy, please answer these questions. There is more information about our policy on the previous page of this form.

Thank you for your help.

This information will not affect your application.

The job you have applied for:

School:

Your surname:

Your first name(s):

Your previous or other surname (if relevant):

Your title (Mr, Mrs, Miss, Ms, Dr, and so on):

Your date of birth:

Are you applying for a job share Yes • No •

Gender Female • Male •

Disability Information

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

Do you consider yourself disabled? Yes • No •

If you have answered 'yes', do you consider yourself to be disabled under the terms of the Equality Act 2010? Yes • No •

The Equality Act defines disability as a 'physical or mental impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities'.

Please state your disability:

We want to increase the opportunities for disabled people to work with us. If you have a disability, please tell us if there are any reasonable changes we can make to help you with this post.

.....

.....

.....

Is there anything else we need to know that will allow us to offer you a fair selection/interview? Or is there anything which you think might affect your ability to carry out the duties of the post?

.....

.....

.....

Ethnicity

Please identify your ethnic origin either by putting an 'x' in one or more of the boxes below or by giving your own description in the space provided.

White	
British	•
Irish	•
Other White	•
Mixed	
White and Black Caribbean	•
White and Black African	•
White and Asian	•
Other Mixed	•

If Other

please specify:

Black or Black British	
Black Caribbean	•
Black African	•
Other Black	•
Chinese or Other Ethnic Group	
Chinese	•
Other Ethnic Groups	•
Asian or Asian British	
Indian	•
Pakistani	•
Bangladeshi	•
Other Asian	•

Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	•
Buddhist	•
Hindu	•
Jewish	•

Sikh	•
No religion	•
Prefer not to say	•
Muslim	•

Other Religion:

Please return the form either by post to:

The Recruitment Officer, Coombe Girls' School, Clarence Avenue, New Malden, Surrey KT3 3TU

or email it to:

vacancies@coombegirlsschool.org

Please be aware that emails you send us, and those that we may send to you, are not secure as email messages can be intercepted. We will hold your information securely, but there can be no guarantee of privacy with email communication. Therefore, we advise you do not email any information which, if disclosed to unrelated third parties, would be likely to cause you distress. You should perform your own virus checks on any emails you receive.