

 **Langley Park School for Girls** Phone: 020 8663 4199

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### CONFIDENTIAL: APPLICATION FOR TEACHING APPOINTMENT

**Safeguarding Statement**

*Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**Equality & Diversity Statement**

*Langley Park School for Girls is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment and bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our school community to model this in their behaviour and relationships.*

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| Application for Post of:  **TEACHER OF ENGLISH** Closing Date: **Tuesday 21st March 2017** |

Now that you have read the details of the post we would be pleased to receive your application if you believe that we could offer you the right opportunity for your next career move. Your completed form should be returned to the school by the appropriate closing date. **Please complete all parts of the application form.**

Those seeking a first appointment should submit a brief letter outlining why they have decided to join the profession and what contribution they believe they could make to education at the school. Those seeking other appointments should outline how their educational values and recent experiences would equip them for this post. Letters of application should be no more than 2 sides of A4. You should read the school information and person specification before writing your letter. The interviewing panel will use pages 2 and 3 of this form and the letter of application.

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| Surname (block capitals) Mr/Mrs/Miss/Ms/Dr | Other Names |
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| Address: (*please include postcode*)Telephone No: (home)Telephone No: (work)(*only quote if you may be telephoned at work*)Mobile No:e-mail address:  | Date of Birth:National Insurance Number:DfE Teacher Number: Do you have QTS Status? Yes / NoIf Yes, please give date ..............Have you successfully completed a period of statutory induction as a qualified teacher as required by the DfE? Y/NIf Yes, please give date of completion ..................Do you have permission to work in the UK? Yes / NoDo you require a Work Permit? Yes / NoIf Yes, when does your permit expire? ............... |
| Where did you see the post for which you are applying advertised? |
|  |  |
| **Names and addresses of two referees:*** Please give the names of 2 people to whom requests for confidential references may be made
* They should have knowledge of your professional capacity and should include your current or most recent Headteacher, Principal or employer
* If you have worked with children in the past but are not currently working with children, you must provide details of someone who most recently employed you in work with children
* References will **not** be accepted from relatives or from people writing solely in the capacity of friends
* References will be taken up prior to interview
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| 1. .…………………………………………………………..…… ……………………………………………………….……..… ……………………………………………………………….. Post Code: …………………………………………………..Telephone number: ………………….………………………….E-mail address: …………………………………………………..Status: …………………………………………………………… | 2. ……………………………………………………………….. ……………………………………………………………….. …………………………………………….…………………..  Post Code:.……………………………..…………………..Telephone number: ………….………………………………….E-mail address: ………………………………………………..Status: …………………………………………………………… |

# Previous Teaching Appointments: (Please complete each box below - start with your present/most recent employment. Please explain any gaps in employment)

## **School/College**: - name and town **Responsibilities**: - appointment held

- type **Salary**: - scale point

- approx no. on roll

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| --- | --- | --- | --- |
| **School/College** | **Responsibilities/appointment held** | **From** | **To** |
| **Present post:** |  |  |  |
|  | What Scale Point are you on? \_\_\_\_\_\_\_\_\_ | Full time Yes / NoPart Time \_\_\_\_ hrs |
|  |  |  |  |
|  |  | Full time Yes / NoPart Time \_\_\_\_ hrs |
|  |  |  |  |
|  |  | Full time Yes / NoPart Time \_\_\_\_ hrs |
|  |  |  |  |
|  |  | Full time Yes / NoPart Time \_\_\_\_ hrs |
|  |  |  |  |
|  |  | Full time Yes / NoPart Time \_\_\_\_ hrs |

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| Appointment Details:When would you be free to take up this appointment? ………………………………………………………………………………….If you are still at college please give date when your final term ends: .………………………………………………………………. |

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| Do you contribute to the Teachers’ Superannuation Scheme or other Superannuation Scheme? **Yes / No** |
| Are you registered with the Teaching Agency? **Yes / No** Registration No: …………………………………………. |

**Other Employment:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Employer** | **Post** | **From** | **To** | **Grade/Salary** | **Reason for Leaving** |
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**Education:**

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| --- | --- | --- | --- |
|  | From | To | Qualifications obtained, incl. Class and Divisions with Principal Subjects - Higher, Further, Teaching. Please include date of award.(See Note below) |
| School, College, Further Education |  |  |  |
| Higher Education |  |  |  |
| Additional Accreditation and Recent In-Service Training |  |  |  |
| Main Subjects Offered and to Which Level | Additional Subjects Offered |
| Give details of qualifications, achievements and experiences (clubs run etc.) in Athletics and Sports, Art, Drama, Music, Social Work, Special Needs Teaching, Counselling |
| Other Interests and Activities |

**Note: If you are called to interview you will be asked to bring with you the original certificates and confirmation of qualifications**

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| Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986Because of the nature of the work for which you are applying you are required to make disclosure of any criminal conviction. By virtue of the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 this post is exempt from provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, or of any bind-overs or cautions, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Governing Body. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. Under the provisions of the rehabilitation of Offenders Act 1974 (Exemptions)(Amendment) Order for 1986 you may, however, be asked questions about any offences and the London Borough of Bromley on behalf of the school is empowered to make enquiries of the police as to the existence of a criminal record (“List 99 check”) for for any applicant for the post which you have applied.Details of convictions (including ‘spent’ convictions), bind-overs and cautions are attached in a sealed envelope marked “Confidential” **Yes / No**For the purpose of a Barred List check only, the following information will be required:1. Maiden name, previous married or other names if applicable …………………………………………………………………….2. Place of birth ……………………………………………………………………………………………………….…………………….3. Any other identifying particulars ……………………………………………………………………………………………………….. (enter ‘none’ if applicable)I confirm that the information given by me is correct and that I am prepared for a Barred List check to be carried out. (I understand that if I withhold permission for this check to be made my application is unlikely to be considered further).I confirm that I am not the Barred List, that I am not, or ever have been, disqualified from working with children, that I am not subject to any sanctions imposed by a regulatory body (eg Teaching Agency) and that I have no convictions, cautions or bind-overs which I have not revealed in a sealed envelope attached to this application.Signed ……………………………………………………………. Date ……………………………………………………………… |

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| An Enhanced Disclosure & Barring Service (DBS) check will be made if you are successfully appointed to this post. Have you had a Criminal Records Bureau Disclosure or DBS check carried out previously? **YES / NO.** If Yes, please give date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Note: If you are called to interview you will be asked to bring with you identification documents* |

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| Do you have any family or close relationship to existing students, employees and/or members of the Governing Body of Langley Park School for Girls? If so, please say to whom. |

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| **Data Protection**Under the terms of the Data Protection Act 1998, the information you provide on this form will only be used by Langley Park School for Girls for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personnel management purposes.For any position that you apply for, if unsuccessful, this information may be retained on file for 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud, or shared with other bodies administering public funds solely for this purpose. |
| * I confirm that the information contained in this form is true and correct.
* I am in possession of the certificates which I claim to hold, and understand that any wilful falsification may result in dismissal if I am appointed.
* I understand that any offer of employment will be subject to satisfactory medical and police checks, and to the receipt of references which the Headteacher and Governing Body deem to be satisfactory.

Signed ……………………………………………………………………. Date …………………………………………………………**Note:** If the date of the interviews for this post is provided in the school information you have received and if you have not been contacted by this date, you should assume that your application has not been successful.  |

**Thank you for completing this application form. You may attach a copy of your CV if you wish to but please note that shortlisting for interview will be based on the information contained solely in this form and in your letter of application.**