



Lead Teacher English

Personal Details			
Surname:		Do you have QTS?	Yes No
Title: (Mr, Mrs, Ms, Dr, Other)		If yes: DFE Ref no. RP:	
First names:		Are you eligible to work in the UK?	
Previous names:		Email:	
Contact address:		Home telephone no:	
		Work telephone no:	
Postcode:		Mobile telephone no:	
Present Post			
Present Post (title):		Date Appointed:	
Name & Address of School:		Type of school:	
Age range: NOR:		Current salary Point on salary scale	

Education & Training

A. Training as a teacher

Name of teacher training institution:			
From: (Month)/(Year)		To: (Month)/(Year)	
Qualification obtained:			
Subjects, main and subsidiary:			
Age range of pupils:			
Other special interests			

B. University, College, other institutions (other than initial teacher training).

Give dates and state whether full-time or part-time courses

Name of institution:			From: (Month/Year)	To: (Month/Year)
1.				
2.				
3.				
Degree/Diploma/Title:	P.T./F.T	Subjects (main and subsidiary)	Hons (with class) or pass grade	Date of award
1.				
2.				
3.				

C. Secondary Education	
Name of institution (give dates)	
1.	
2.	
Academic qualifications (give subjects, grades and dates)	
GCE 'O' Level, GCSE (or equivalent)	
'A' Levels (or equivalent)	

Career History						
Please give details of ALL full and part-time work including particulars of ALL paid and unpaid employment or experience after the age of 18. For example, commercial experience, raising family, youth work, voluntary work, VSO, work overseas. Complete the columns working backwards from the present date. Please leave NO gaps.						
Dates FROM:(M)/(Y) TO: (M)/(Y)	Job title, employer, school name, address Type of business or activity	Age range	Approx. school roll	Salary scale Include responsibility points	P.T / F.T. State proportion	Reasons for leaving

Breaks in Employment History

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training, long periods of sickness etc.

In-service Training & Development

Give details of relevant courses and training undertaken in the last five years

Dates and duration	Title of course / training (incl. Home Study and Distance Learning)	Name of provider e.g. LA, College etc.	Qualification obtained (if any)

Professional Membership

Please give details of any professional body membership which you hold

Start date	Professional Body	Membership Level

References

Please give the names, addresses and email of two employment referees who can be consulted regarding your professional ability for the post. One of the referees must be the Headteacher of your present or most recent school if you are currently a qualified teacher, or your Professional Tutor at your main placement training school. If not, we reserve the right to request one. References requests will be made by email and will automatically be taken up as part of the Safer Recruitment process if you are invited for interview. It is the candidate's responsibility to ensure that referees are made aware that they will be contacted and of timescales for providing references.

1.	Name: Title (Mr, Mrs, Dr, etc): Relationship to applicant:	Address: Email: Telephone number:
2.	Name: Title: Relationship to applicant:	Address: Email: Telephone number:

Equal Opportunity Monitoring

To help us ensure that our recruitment procedures give genuine equality of opportunity, please answer the questions below. This document will be kept separate from your application and will not influence the decision to shortlist (please tick box where appropriate).

Vacancy information

Job Title:		School:	Parkfield School	Closing date:	
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Personal information

Name:									
Age Under 25	<input type="checkbox"/>	25 - 34	<input type="checkbox"/>	35 - 44	<input type="checkbox"/>	45 - 54	<input type="checkbox"/>	55 +	<input type="checkbox"/>
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>					

Ethnicity

Please tick the box which most closely describes your cultural background

White	<input type="checkbox"/> British	<input type="checkbox"/> Irish	
Any other White background, please specify			
Mixed (Select all applicable boxes)	<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Black African	<input type="checkbox"/> Asian
	<input type="checkbox"/> Chinese	<input type="checkbox"/> White	
Any other Mixed background, please specify			
Asian or Asian British	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi
Any other Asian background, please specify			
Black or Black British	<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	
Any other Black background, please specify			
Chinese or other ethnic group	<input type="checkbox"/> Chinese		
Any other, please specify			

Disability

Do you consider that you have a disability under the Equality Act definition? YES ☐ NO ☐

Under the Equality Act 2010 a disability is defined as 'A physical or mental impairment that has substantial and long-term adverse effect on his or her ability to carry out day- to- day activities.' In this definition, long term is taken to mean more than 12 months and would cover long term illness such as cancer, HIV and multiple sclerosis (MS) or mental health problems.

Please describe any special adaptations or arrangements you may require to attend the interviews

Additional Information

Are you applying as part of a job share? YES ☐ NO ☐

Where did you see the advertisement for this position?

Applicant Statement

Using the Job Description & Person Specification:

- Please pick out those aspects of your experience or skills that are relevant to this post.
- Using examples, explain how your ability, skills and knowledge match those required for the appointment.
- Please consider experience in previous employment and also other interests outside work, such as at home, in the community or through voluntary activities.

Please keep your statement to 2 sides of A4, minimum font size Arial 10

Protection of Children

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

Disclosure of criminal background of those with substantial access to children is required

Have you or anyone in your household ever had a registration refused or cancelled in relation to childcare or children's homes or been disqualified from private fostering, received a bind-over order, reprimand, formal warning, caution or been convicted of a criminal offence?

Please answer Yes or No in the box

Answering YES does not necessarily ban you from appointment. If YES, you are required to give details as this post, for which you are applying, is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended). A subsequent offer of appointment will be dependent upon the completion of a satisfactorily enhanced criminal disclosure application form.

Criminal convictions, cautions, reprimands or formal warnings

Date	Offence	Sentence

Have you had an enhanced DBS check in the past two years?

Disclosure of Relationship

Are you related by marriage, blood or as a co-habitee to any elected member or Senior Officer of the local authority, or a member of the School Governing Body?

If yes, please state the name, relationship and position held.

Declaration

I hereby give my consent for the school and its appointed agents to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be processed in accordance with data protection legislation.

The information supplied by you will be subject to verification and the school may contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc. The school may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

By signing this form you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.

Declaration

The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post.

Signature:

Date:

Parkfield School is committed to safeguarding and promoting the welfare of children and young persons and expects all staff and volunteers to share this commitment. We are committed to the development of community cohesion and the prevention of extremism and radicalisation.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Where to send your completed form

Thank you for taking the time to complete this application form. Please take the time to check that you have completed all sections. Please email your application to: recruitment@parkfield.bournemouth.sch.uk

Rehabilitation of Offenders Act 1974

Any information you give will be strictly confidential.

We ask for details of any unspent criminal convictions you may have. If you have an unspent criminal conviction we will look at it in relation to the job you have applied for before making a decision. We will treat it in the strictest confidence. Failure to disclose any 'unspent' or 'spent' (if relevant) convictions may result in the offer of employment being withdrawn. If already appointed you could be dismissed without notice.

There are specific job categories which are exempt under the provisions of the Act. This means that you must declare 'spent' or 'unspent' convictions for work in these categories. If you are applying for a job in any of the following categories, you **MUST** disclose all details of any caution or criminal offence:

- Work involving access to children, for example, school based staff, Youth Service etc.
- Work involving the provision of services to persons under the age of 18 which includes social services, care, leisure and recreational facilities and the provision of accommodation
- Work involving the provision of social services to persons:
 - over the age of 65
 - suffering from serious illness or mental disability of any description
 - addicted to alcohol or drugs
 - who have a sensory impairment
 - who are substantially and permanently disabled by illness, injury or congenital deformity

Rehabilitation Periods

The following list includes sentences which are subject to rehabilitation under the Rehabilitation of Offenders Act :

For a sentence of imprisonment, or youth custody or detention in a young offenders' institution, or corrective training for a term exceeding 6 months but not exceeding 30 months 10 years

For a sentence of imprisonment, or youth custody or detention in a young offenders' institution, or corrective training for a term not exceeding 6 months 7 years

For a sentence of imprisonment of 6 months or less 7 years

For a sentence of borstal training 7 years

For a fine or other sentence (eg a community service order) for which no other rehabilitation period is prescribed 5 years

For an absolute discharge 6 months

For a probation order, conditional discharge or bind over; and for fit person orders, supervision orders or care orders under the Children and Young Person Acts (and their equivalents in Scotland) 1 year, or until the order expires (whichever is the longer)

For detention by direction of the Home Secretary:

From 6 months to 2.5 years 5 years

From 6 months or less 3 years

For a detention centre order not exceeding 6 months 3 years

For a remand home order, an approved school order, or an attendance order The period of the order and a further year after the order expires

For a hospital order under the Mental Health Acts The period of the order plus a further two years after the order expires five years from the date of conviction whichever is the longer

The following rehabilitation periods are for specific types of military punishment, with these rehabilitation periods being halved for offenders under the age of 17 at conviction.

For cashiering, discharge with ignominy or dismissal with disgrace 10 years

For simple dismissal from the service 7 years

For detention 5 years