### CONFIDENTIAL

**PORTSMOUTH AND WINCHESTER**

**DIOCESAN ACADEMIES TRUST**

**TEACHING APPLICATION FORM**

**Please use black ink/ print when completing this form. CV’s are not accepted as additional or alternatives.**

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| 1. Application for the post of |  | H | (as advertised) |
|  | | | |
| at (Academy) | |  | 9 |
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| --- | --- | --- | --- | --- | --- |
| **2.** Last Name |  | | | First Names |  |
|  | | | | | |
| Title |  | Any Previous Last Names | | |  |  |  | (as advertised) |
|  | | | | | |
| Address | Post Code: | | | | |
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|  | | | | | |
| Daytime  Tel No. |  | | Evening /Mobile  Tel No. | |  |
|  | | | | | |
| E-mail |  | | | | |
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**3. Education and qualifications** (If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given.

**(a)** **Secondary / Further Education**

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| --- | --- | --- | --- | --- | --- | --- |
| Name of school/college | Dates | | Subject and  Qualification | | Grade and date  awarded | |
| From | To |
|  |  |  |  | |  |  |
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**(b) Higher Education and Courses leading to other relevant qualifications**

Such as those leading to qualified status or graduate status and to membership of professional institutions.

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| --- | --- | --- | --- | --- | --- | --- |
| Higher Education:  Establishments attended | Dates | | Qualification obtained and date of award | Subjects | | |
| From | To | Main | Subsidiary | |
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| **4. Present appointment**  School/Academy/  Establishment | | | | | |  | | | | | | | | | | | | | | | | |
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| Local Authority (if applicable) | |  | | | | | | | | | | | | | | | | Number on Roll | | | |  |
|  |  | | | | | | | |  | | | | |
| Post Held (specify any additional allowances) | | | | | | | | | | | |  | | | | | | | | | | |
|  |  | | | | | | | |  | | | | |
| (If part-time, please give details) | | | | | | | |  | | | | | | | | | | | | Date appointed |  | |
|  | | |  | | | | | | | |  | | | | |
| Subjects, age groups taught and other responsibilities | | | | | | |  | | | | | | | | | | | | | | | |
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| Notice required and / or date available if appointed | | | | | | | | | | | | |  | | | | | | | | | |
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| Current Gross Salary £ | | | | |  | | | | |  | | | | | | |  | |
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**5. Previous experience** If part-time appointment please state. A separate curriculum vitae should **not** be enclosed in

substitution. **A continuous history is required from when you left full time education. There should be no gaps. Please indicate if there were periods of unemployment/sabbatical/maternity leave etc.**

**(a)** **Teaching (most recent employment first)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| School/Academy and Local Authority (if applicable) | Type of School | No.  on Roll | Age Range | Status of Post, subjects taught | Reason for Leaving | Inclusive Period  (month & year) | |
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**(b)** **Other paid employment (including Service in H.M. Forces, industry). State responsibilities and reasons**

**for leaving. Please indicate details of gaps in employment here.**

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**6. Statement in support of application.**Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification

**Applicants should confine this to two sides of A4. An additional letter is not required.**

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**7. Confidential References (Please ensure referees know this reference is being requested)**

Names, addresses and status of two referees (one of whom, if employed, must be your present manager e.g. your

Headteacher). References will be sought on short listed candidates and employers will be contacted to verify particular experience, qualifications and qualities before interview. Current or previous employers will be asked about any disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.

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| **(1) Present Employer**  Name  Address  Tel No *(inc. STD code)*  Fax No  Email address  Occupation |  | **(2)**  Name  Address  Tel No *(inc. STD code)*  Fax No  Email address  Occupation |
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**8. Further information**

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| National Insurance No. |  | | | | | | |  | | | | |
|  | | | | | | | | | | | | |
| Teacher Reference Number |  | | | | | | | (7 digit number) | | | | |
|  | | | | | | | | | | | | |
| Qualified Teacher Status? | | | | | **YES** | |  | **NO** |  | | Date | |
|  | | | | | | | | | | | | |
| Statutory induction year completed? (if qualified after 7 May 1999) | | | **YES** | | |  | | **NO** | |  | Date | |
|  | | | | | | | | | | | | |
| Would you require sponsorship (previously a work permit) to take up this post? | | | | **YES** | |  | | **NO** |  | | Date | |
|  | | | | | | | | |
|  | | | | | | | | | | | | |
| Where did you see the advertisement for this post? | |  | | | | | | | | | | |
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**9. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”**. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

**Please complete the following questions, taking into account the DBS filtering guidance**.

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| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) | **YES** |  | **NO** |  |
|  | | | | |
| If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form. | | | | |
|  | | | | |
| Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership)? | **YES** |  | **NO** |  |
|  | | | | |
| If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form. | | | | |

**PLEASE NOTE;**

* If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Enhanced Disclosure and Barring Service** (previously CRB). This will require you to complete a separate enhanced DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
* Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
* Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
* **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.**
* With effect from 17th June 2013 criminal records certificates will only be issued directly to the applicant.  The academy will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the Data Protection Act 1998.  By signing this application form you give your consent to this.

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**10.** Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, you know or are related to a Trust Member/Director, academy local governor or employee of the academy. **YES / NO**.

If YES, please state the nature of relationship and the name of the person.

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**11.** I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes in accordance with the Data Protection Act 1998. This may include analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

Where applicable, I will be subject to the regulations on political restrictions as defined in Local Government and Housing Act 1989.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

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| --- | --- | --- | --- | --- |
| Signature of Candidate |  |  | Date |  |
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St James CE Primary Academy and Portsmouth and Winchester Diocesan Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Portsmouth & Winchester Diocesan Academies Trust, a company limited by guarantee.

Registered in England & Wales No. 8161468

Please return completed form to Peter Leddin (School Business Manager)

[Peter.leddin@stjamescebournemouth.com](mailto:Peter.leddin@stjamescebournemouth.com)