Kingsmead School: Application for a Teaching Post

***Personal Details***

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| Surname: | Previous Surname (s) |
| First Name(s): | Title (Mr/Mrs/Ms/Miss/Other) |
| Home Address: | Date of Birth: |
| NI Number: |
| Telephone: | Teacher Ref Number |
| E-Mail:  |

**Permission to work in the United Kingdom (UK)**

Are there any restrictions on your rights to work in the UK? (Tick as applicable) Yes [ ]  No [ ]

Please note: Permission to work with a previous employer or in a previous post is not transferable

***Qualifications, Training and Statutory Induction Period***

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| **Details of Teaching Qualification Obtained or in Progress** |
| **Full name and address of College, University or other Institution** | **Inclusive dates****Month & Year**  | **Degree/PGCE/****Other** | **Grade/Class (or****state if still in progress)** | **Main subject and age range** |
| From | To |
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| Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) Status |

Please provide the date when QTS or QTLS was, or is expected to be awarded, if applicable:

QTS date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ QTLS date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For QTLS, please confirm whether you are a member of the IFL: No [ ]  Yes [ ]

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| **Details of degrees/diplomas and any other qualification obtained or in progress** |
| **Full name and address of College, University or other Institution** | Inclusive dates Month & Year | **Degree/Course title** | **Grade/Class (or state if still in progress)** | **Main subject** |
| **From** | **To** |
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| **Secondary School(s) or equivalent** |
| **Full name and address of School/College** | Inclusive dates Month & Year | **Examinations passed (List Level, Subjects, Grade, Year Taken)** |
| **From** | **To** |
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| **Induction Period** |

Have you satisfactorily completed the Statutory Induction Period? Yes [ ]  No [ ]  (Tick as applicable)

If ‘**No**’, please tick ONE box below to indicate the reason:

Induction Period not applicable (e.g. QTS obtained on or before 7.5.99, unqualified teacher) [ ]  or

Induction Period not yet started (applying for first post as a qualified teacher) [ ]  or

Induction Period partially completed [ ]  or

Induction Period extended [ ]  or

Induction Period failed [ ]

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| **Details of any Relevant Short Courses Attended in the past five years** |
| Course Title and Organiser | Dates Attended | Any Other Relevant Information |
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| Please continue on a separate sheet if necessary |  |

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| ***Previous Employment and Experience*** |
| **Most Recent Teaching Appointment** |
| **Full name and address of Authority and School/College (or state if independent)** | **Type and size of school** | **Position****held** | **Full time/Part time** | Inclusive dates Month & Year | **Reason for leaving (if applicable)** |
| **From** | **To** |
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| Current salary, scale and point on pay scale. Also indicate any allowance(s) awarded and level of payment ……….………….……………………………………………………………………..…………………………………………………………………………....…..………..Have you passed the Threshold Assessment? Yes [ ]  No [ ]  Applied for [ ]  Not Applicable [ ]  (Tick one box) |
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| **Number of Sick Days in the Last 12 months** |  |

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| Please complete with most recent appointment first, detailing gaps between appointments, e.g. bringing up family, time spent travelling, periods of unemployment etc. |

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| **Previous Teaching Appointments** |
| **Full name and address of Authority and School/College (or state if independent)** | **Type and size of school** | **Position****held** | **Full time/Part time** | Inclusive dates Month & Year | **Reason for leaving (if applicable)** |
| **From** | **To** |
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| **Previous Employment, Voluntary Work or Other Activities** |
| **Please complete with most recent employment/other activities first, detailing gaps between employment/other activities, e.g. bringing up family, time spent travelling, periods of unemployment etc.** |
| **Employer/Organisation** | **Nature of business** | **Position held** | **Full time/Part time** | Inclusive dates Month & Year | **Reason(s) for Leaving** |
| **From** | **To** |
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| ***Statement in Support of Application*** |
| In this section you are asked to detail how your knowledge, skills and abilities, or any other factors, relate to the criteria listed on the Person Specification sent to you with the Job Information Pack.

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| ***Referees*** |
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| **Please list referees who can comment on your skills and abilities to carry out the duties of the post for which you are applying. One of these must be your current or last employer. (NB. If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children). You should be aware that referees will be asked about disciplinary/capability investigations or warnings, as well as any child protection concerns, including any in which the penalty is time expired.** |
| (***a****)* Name | (***b***) Name |
| Address | Address |
|  |  |
|  |  |
|  |  |
| Tel: | Tel: |
| Fax: | Fax: |
| E-mail: | E-mail: |
| Status: | Status: |
| **Our normal practice is to take up references prior to interview. Are you willing to allow us to contact referee (a)?****YES** **[ ]  NO** **[ ]**  | **Our normal practice is to take up references prior to interview. Are you willing to allow us to contact referee (b)?****YES** **[ ]  NO** **[ ]**  |
| **(Please note: If you do not allow us to take up references prior to interview, you should be aware that you may not be shortlisted).**  |

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| ***Declaration*** |
| **Are you, to your knowledge, related to any members of the Governing Body of the school?** **YES [ ]  NO [ ]  (Tick as appropriate)** **If YES, state details** …………………………………………………………………………..……….………………………………………...**I understand that canvassing members of the Governing Body or school staff, directly or indirectly, for any appointment, will disqualify my application.****I confirm that I am not barred, either totally or to a limited extent, from employment involving regular contact with children, young persons or other vulnerable people, nor subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State or a regulatory body.****I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.****In accordance with the Data Protection Act 1998, I agree that information I have provided may be held and used for personnel reasons.****I hereby declare that information given on this form is complete and accurate.****Signature:** …………………………………………….……………………………………………………**Date:** …………...….…..…………… |

**DECLARATION OF UNSPENT AND RELEVANT**

**SPENT CRIMINAL OFFENCES**

**BEFORE COMPLETING THIS FORM**

**PLEASE READ THE FOLLOWING NOTES CAREFULLY**.

It is the policy of this School to require successful applicants for certain posts to disclose certain information on previous criminal records they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the School, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In many cases, a particular conviction will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for a post, the School comply with the Code of Practice recommended by the Disclosure and Barring Service.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Therefore you must give details on this form of relevant convictions, cautions, reprimands and warnings that you have and any court cases that you have pending.

The School will use information provided by the Disclosure and Barring Service when assessing your suitability for such jobs. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the School. Any information you give us about convictions will be kept confidential and will only be considered in relation to the job for which you are applying.

**DECLARATION OF CRIMINAL OFFENCES**

Using the guidelines below please list **all your unspent, and relevant spent,** **convictions, cautions, reprimands and final warnings,** including any convictions in a Court of Law outside Great Britain. Do not forget to include any pending convictions and indicate that they are pending.

You must provide details of the following:

**Cautions** relating to an offence from a list (see below) agreed by Parliament

**Cautions** given less than 6 years ago (where you were over 18 years old at the time of the caution)

**Cautions** given less than 2 years ago (where you were under 18 years old at the time of the caution)

**Convictions** relating to an offence from a prescribed list (see below)

**Convictions** that resulted in a custodial sentence (regardless of whether served)

**Convictions** given less than 11 years ago (where you were over 18 years old at the time of the conviction)

**Convictions** given less than 5.5 years ago (where you were under 18 years old at the time of the conviction)

Irrespective of the above list, **if you have more than one conviction then ALL convictions must be declared.**

The list referred to above includes a range of offences which are serious and which relate to sexual offending, violent offending and/or safeguarding. It would never be appropriate to withhold details of offences on this list. A list of offences which **must always** be declared has been derived from the legislation and can be accessed using the following link:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

If you have no unspent, and no relevant spent, convictions, cautions, reprimands or warnings please write 'none' and sign the form. If you have any queries about the completion of the form, please contact the telephone number given in the covering letter.

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| **Nature of Offence(s)** | **Name of Court and Date of Conviction(s) and/or Date of Caution(s), Reprimand(s) or Warning(s)** | **Sentence(s)** |
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All information given will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, I may be disqualified from future engagement with the School and that any current engagement may be terminated with immediate effect.

Please complete this form and enclose it in the attached envelope.

Signed:

Name (please print in CAPS):

Position applied for:

Date …………………………………………………………………………………………..

# EQUAL OPPORTUNITIES

***This sheet will be separated from your application form on receipt. The information you supply here plays no part in the selection process. It is used to monitor the effectiveness of our Equal Opportunities Policy. The information will be treated in the strictest confidence. Please complete A, B, C and D below and overleaf.***

**A. Please tick the appropriate box that best describes your ethnic origin. (For additional guidance, see notes below as indicated against each category).**

|  |  |  |
| --- | --- | --- |
| CATEGORY | SUB-CATEGORY | **Tick ONE Box only** |
| **White** | **White – British (See 1. below)** |  |
|  | **White – Irish**  |  |
|  | **Any Other White Background (See 2. below)** |  |
| **Mixed/Dual Background** | **White and Black Caribbean** |  |
| **White and Black African** |  |
|  | **White and Asian (See 3. below)** |  |
|  | **Any Other Mixed background (See 4. below)** |  |
| **Asian or Asian British** | **Indian** |  |
|  | **Pakistani (See 5. below)** |  |
|  | **Bangladeshi** |  |
|  | **Any Other Asian Background (See 6. below)** |  |
| **Black or Black British** | **Black Caribbean** |  |
|  | **Black African (See 7. below)** |  |
|  | **Any Other Black Background (See 8. below)** |  |
| **Chinese (See 9. below)** |  |  |
| **Any Other Ethnic Group (See 10. below)** |  |  |

1. **English, Scottish, Welsh and Other White British.**
2. **Albanian, Bosnian-Herzegovinian, Croatian, Greek/Greek Cypriot, Greek, Greek Cypriot, Italian, Kosovan, Portuguese, Serbian, Turkish/Turkish Cypriot, Turkish, Turkish Cypriot, White European, White Eastern European, White Western European, White Other.**
3. **White and Pakistani, White and Indian, White and Any Other Asian Background.**
4. **Asian and Any Other Ethnic Group, Asian and Black, Asian and Chinese, Black and Any Other Ethnic Group, Black and Chinese, Chinese and Any Other Ethnic Group, White and Any Other Ethnic Group, White and Chinese, Other Mixed Background.**
5. **Mirpuri Pakistani, Other Pakistani, Kashmiri Pakistani.**
6. **African Asian, Kashmiri Other, Nepali, Sinhalese, Sri Lankan Tamil, Other Asian.**
7. **Angolan, Congolese, Ghanaian, Nigerian, Sierra Leonian, Somali, Sudanese, Other Black African.**
8. **Black European, Black North American, Other Black.**
9. **Hong Kong Chinese, Malaysian Chinese, Singaporean Chinese, Taiwanese, Other Chinese.**
10. **Afghan, Arab Other, Egyptian, Filipino, Iranian, Iraqi, Japanese, Korean, Kurdish, Latin/South/Central American, Lebanese, Libyan, Malay, Moroccan, Polynesian, Thai, Vietnamese, Yemeni, Any Other Ethnic Group.**

#### B. I consider that I have a disability

YES [ ]  NO [ ]  If YES, please state details of your disability.

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#### C. AGE. Please tick one box to indicate relevant category

21 – 25 [ ]  26 – 30 [ ]

31 – 35 [ ]  36 – 40 [ ]

41 – 45 [ ]  46 – 50 [ ]

51 – 55 [ ]  56 – 60 [ ]

 61 + [ ]

#### D. Where did you find out about this post? Please tick box or state as indicated.

Advert in Times Educational Supplement (TES) [ ]

Kingsmead School website [ ]

Other [ ]  Please specify………………………………………………………….