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| **The Tiffin Girls’ School****Application Form for Teaching Posts**

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| **Please state the position you are applying for:** |  |
| **Where did you see this position advertised?** |  |

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***When filling in this form, please insert more rows, or an additional sheet if required, ensuring that you insert your name name in the footer where indicated.***

***Please DO NOT attach CV’s.***

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| 1. **PERSONAL DETAILS**
 |
| Surname: |  | DfE teacher ref. no. |  |
| Title:(Mr, Mrs, Ms, Dr, Other) |  | National Insurance number: |  |
| First name/s: |  | Email: |
| Previous names: |  |  |
| Contact address: |  | Home telephone no. |  |
| Work telephone no. |  |
| Postcode: |  | Mobile telephone no. |  |

The Tiffin Girls’ School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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| 1. **EDUCATION AND TRAINING**
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| 1. **Training as a teacher**
 |
| Name of teacher training institution: |  |
| From: (Month/Year) | To: (Month/Year) |
| Qualification obtained: |  |
| Main Subject(s) taught |  |
| Second Subject (if applicable): |  |
| Age range of students: |  |
| 1. **University, College, other institutions (other than initial teacher training)***Give dates and state whether full-time or part-time courses*
 |
| Name of institution and qualification: | From: (Month/Year) | To: (Month/Year) |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| **Degree/Diploma/Title:** | **FT / PT** | **Subjects**(main and subsidiary) | **Hons** (with class) or **Pass grade** | **Date of award** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

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| 1. **Secondary Education**
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| Name of institution (give dates): |
| 1. |  |
| 2. |  |
| **Academic qualifications (give subjects, grades and dates):** |
| **GCE ‘O’ Level, GCSE** (or equivalent) |
| Subject | Grade  | Date |
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| **‘A’ Levels** (or equivalent) |
| Subject | Grade  | Date |
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| 1. **CAREER HISTORY**
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| *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, e.g. commercial experience, raising family, youth work, VSO, work overseas. Complete the columns working* ***backwards*** *from the present date.* ***Please leave NO gaps; if you have employment gaps, these must be detailed below as part of your Career History.***  |
| **Dates** **From: (M/Y)****To: (M/Y)** | **Job title, employer, address** | **Age range\*** | **Approx. school roll\*** | **Actual Salary in your current post only** | **FT / PT** | **Reasons for leaving** |
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\*where applicable

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| 1. **PROFESSIONAL TRAINING AND DEVELOPMENT**
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| *Please 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****eg, LA, College etc** | **Qualification obtained (if any)** |
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| 1. **APPLICATION STATEMENT**
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| *Using the Job Description and Person Specification:** *Please pick out those aspects of your experience and 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 present and/or previous employment and also other interests outside work*
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| 1. **APPLICATION STATEMENT SUMMARY**
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| *Please summarise what you consider to be your particular strengths and aptitude for this post as detailed in your application statement in no more than 1000 characters (with spaces).* |
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| 1. **OTHER DETAILS**
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| Are you eligible to work in the UK? | Yes/No |
| Do you need a work permit? If yes, please give details of your current work permit status. | Yes/No |
| Please confirm the date you could be available to commence employment with us should your application be successful, and/or your period of notice. |  |

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| 1. **REFERENCES**
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| **In supporting the Department for Education’s “Keeping Children Safe in Education”, please be aware of the following;** * References will only be sought for short listed candidates.
* If any of your references relate to your employment at a school or college your referee must be the Headteacher or Principal, *or* must be counter-signed by the Headteacher or Prinicipal.
* Referees will be asked to compete a section on the reference form relating to Safeguarding and your suitability to work with children; this will also include a full disclosure about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.
* Please do not name relatives or people solely in the capacity as friends as referees.

*Please give the names and addresses of at least two employment referees who can be consulted regarding your professional ability for the post.**Reference one should be from the Headteacher of your present or most recent school.**Reference two should be from a senior professional with a background in education who has knowledge of you.**Reference three is optional. If included, it should be from someone who has worked with you previously in education and is at a senior level e.g. a previous Headteacher / line manager**References will be taken up before interview and before an offer of employment is made. If an applicant is shortlisted we will take up, at interview, any discrepancies, anomalies or issues arising from references or in the information provided.* |
| 1. | Name:Title:In what capacity do you know the referee? | Employer’s Name:Email:Telephone number: |
| 2. | Name:Title:In what capacity do you know the referee? | Employer’s Name:Email:Telephone number: |
| 3. | Name:Title:In what capacity do you know the referee? | Employer’s Name:Email:Telephone number: |

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| 1. **PROTECTION OF CHILDREN**
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| **Disclosure of personal relationships/interests** |
| Are you related to (marriage, civil partnership, blood relation) or have any personal relationship with an employee or student of the school or member of the governing body relevant to this appointment? | Yes/No |
| If yes, please state the name, relationship and position held: |
| The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all:• convictions • cautions• warnings• reprimands• binding over or other orders • pending prosecutions• criminal investigationsthat are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). This information will be treated in full confidence and will be used only in relation to this specific application. Having convictions will not necessarily restrict you from working with us, as the assessment criteria will take into account:• The duties and responsibilities of the position• The nature and age of any conviction• The circumstances and background leading to the offenceFailure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action. If you are to be recommended for the post you will be subject to an Enhanced disclosure from the Disclosure and Barring Service (DBS). |
| **Do you have information relevant to the above to declare?** | Yes/No |
| If you have answered **yes** to the above question, you must ensure all relevant information, including **the Offence, the Date of the Offence and the Sentence**, arrives with us, along with your application, before the close date. The information must be enclosed in a sealed plain envelope, marked as follows;***Private & Confidential******For the Attention of The Headteacher******Refer to Application Form***Please be informed that the contents of any envelope sent will not be opened until after the shortlisting has been completed  |
| Have you had an enhanced DBS check in the past two years? | Yes/No |
| Please state certificate number and date of issue: |  |
| Are you subscribed to the DBS Update Service? | Yes/No |
| If yes, please confirm that you give permission for your records to be accessed in order for your current DBS Status to be verified. |  |

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| 1. **DECLARATION**
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| I hereby give my consent for The Tiffin Girls’ School to process and retain on ﬁle information (including health and ethnic data) contained on this form and in accompanying documents for a period of six months\*, (or transferred to my personnel file in the event that my applications is successful). I understand that this is required for recruitment purposes, the payment of staff and the prevention and detection of fraud and that all information will be dealt with in accordance with data protection legislation. The information supplied by me will be subject to verification and the school may contact people and/or organisations to confirm some of the facts contained in my application, e.g. referees, previous employers, educational establishments, examination bodies, etc. I understand that the school may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime. By submitting this application form I authorise the school to verify any information I have given with third parties and I authorise them to disclose my personal information to you. 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 and may be lead to a referral to the police.**Signature: Date:** |

**\*Retention of Application Forms:** It is the School’s policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you **do not** wish us to use your application form in this way, please tick this box ❑

The Tiffin Girls’ School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and support this commitment. The successful candidate will be subject to both a full employment history and child protection check, and will also be required to undertake an enhanced Disclosure and Barring (criminal record) check.

**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 note that if you are shortlisted, the selection panel will require a signed hard copy of your application form.

**Please save your completed form in word document format with your surname in capitals at the start of the file name e.g. NAME The Tiffin Girls’ School Application Form DATE**

**Please email your application in word document format to** recruitment@tiffingirls.org

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| 1. **MONITORING EQUALITY OF OPPORTUNITY**
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The Tiffin Girls’ School is committed to recruiting, retaining and developing a diverse workforce. It is vital that we monitor and analyse diversity information so that we can ensure that our recruitment processes are fair, transparent, promote equality of opportunity for all staff and do not have an adverse impact on any particular group. Your cooperation in providing us with accurate data will ensure that we meet our legal obligations while attracting and retaining a diverse workforce. Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

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| Gender | Male [ ]  | Female [ ]  |
| Are you married or in a civil partnership | Yes [ ]   | No [ ]  |
| Age | 18 – 25 [ ]  | 26 – 34 [ ]  | 35 – 44 [ ]  | 45 – 54 [ ]  | 55 – 64 [ ]  | 65+ [ ]  |
| Do you consider yourself to be disabled?\* | YES [ ]  | NO [ ]  | Prefer not to say [ ]  |
| \* Any information you provide here will be used for monitoring purposes only. ***If you have any disability-related requirements for interview, please provide these in a separate document, marked ‘Confidential’ and return it with your application form. This information will not be used to make shortlisting decisions, but will enable the School to make reasonable adjustment(s) during the recruitment process.*** |
| Please state your Nationality |  | Prefer not to say [ ]  |

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| ***What is your heritage group? Heritage group categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong.*** |
| **White** |
| English [ ]  | Welsh [ ]  | Scottish [ ]  | Irish [ ]  | Northern Irish [ ]  |
| Other White Background [ ]  |  |  |  |
| **Mixed / multiple heritage groups** |
| White/Black Caribbean [ ]  | White/Black African [ ]  | White/Asian [ ]  | Any other Mixed Background [ ]  |
| **Asian / Asian British** |
| Indian [ ]  | Pakistani [ ]  | Bangladeshi [ ]  | Chinese [ ]  | Other Asian [ ]  |
| **Black / African / Caribbean / Black British** |
| Black British [ ]  | Black African [ ]  | Black Caribbean [ ]  |  |
| Any other Black / African / Caribbean background [ ]  |
| **Any other Heritage Group** [ ]  | Please State: |
| Prefer not to say [ ]  |  |

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| ***What is your religion or belief?***  |
| Buddhist [ ]  | Christian [ ]  | Catholic [ ]  | Hindu [ ]  | Jewish [ ]  |
| Muslim [ ]  | Sikh [ ]  | No Religion [ ]  | Prefer not to say [ ]  |

NAME………………………………………………………………………………………………………………………………………………….

SIGNATURE…………………………………………………………………………..DATE…………………………………………………….