

**APPLICATION FORM**

**Teaching Staff**

**OFFICE USE ONLY:**

Reference: ………………………………………

Date received: ………………………………….

Recruitment/Templates: HR13.TS

v1.0 07-05-14

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***The Stephen Perse Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***Please ensure that you complete all sections of the application form. Please note that providing false information or omitting information will result in the application being rejected, or withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Checks may be carried out to verify the contents of your application form. CV’s are not accepted.

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| **Post applying for:** |  |

1. **Personal Information**

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| **1. Title** |  | **2. First Names** |  | | | |
| **3. Surname** |  | **4. Any Previous Surnames** | |  | | |
| **5. Current Address** | |  | | | | |
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| **6. Post Code** | |  | | | | |
| **7. Date of Birth** | |  | | | | |
| **8. Mobile Telephone Number:** | |  | | | | |
| **9. Home Telephone Number (incl. Area code)** | |  | | | | |
| **10. Email Address** | |  | | | | |
| **11. National Insurance Number** | |  | | | | |
| **12. Teacher Number** | |  | | | | |
| **13. Are you an NQT?** | |  | | | | |
| **14. Do you have Qualified Teacher Status?** | |  | | | | |
| **15. Have you ever been subject to a child protection**  **investigation by your employer or the General**  **Teaching Council or Independent Safeguarding**  **Authority?** | | **Yes** |  | | **No** |  |
| *If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview.* | | | | |
| **16. Do you require a work permit or sponsorship?** | | **Yes** |  | | **No** |  |
| *If YES, please provide details separately* | | | | |

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| **17. Have you worked outside the UK in the last 5 years?** | **Yes** |  | **No** |  |
| *If YES, please provide details separately* | | | |

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| **18. Are you related to or do you maintain a close**  **personal relationship with an existing employee,**  **volunteer, Governor or Trustee, or any student of**  **The Stephen Perse Foundation?** | **Yes** |  | **No** |  |
| *If YES, please provide details separately under confidential cover* | | | |

**2. Current / Most Recent Employment**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Establishment** |  | | **Job Title** | |  | | |
| **Address of Establishment** |  | | | | | | |
| **Date appointed** |  | | | **I am currently still employed at this establishment** | | |  |
| **Date available to begin new job** |  | | | **Current salary** | |  | |
| **Reason for seeking other employment:** | |  | | | | | |

**3. Previous Employment**Following on from your current / most recent employment, please provide a full chronological history of any employment or volunteer work since leaving Secondary Education. This should include any part-time and voluntary work, as well as full time employment. Explanations should be given for periods not in employment or education or training.

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| --- | --- | --- | --- | --- | --- |
| **Name of Establishment** | **Job Title** | **Date  Appointed** | **Last day of Employment** | **Full Time /  Part Time** | **Reason for Leaving** |
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*Please use a continuation sheet if necessary.*

**4. Education***Please begin with the most recent.*

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| **Name of School / College / University** | **Start Date** | **End Date** | **Examination Results** | **Subjects** | **Awarding Body** |
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**5. Other Vocational Qualifications, Skills or Training***Please provide details of any vocational qualifications or skills that you possess, or training you have received, which you consider to be relevant to the role for which you   
have applied.*

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| **Name and Address of School / College** | **Start Date** | **End Date** | **Qualification Gained** | **Date Qualification Gained** |
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*Please use a continuation sheet if necessary.*

**6. Interests**

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| *Please provide details of any interest, hobbies or skills which you could bring to the school with the purposes of extra curricular activities* | |
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| **What other subjects you are able to teach?** |  |

**7. Suitability**

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| *Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.* |
|  |

**Please indicate your experience if any of using SIMS (Schools Information Management System)**

Registration

Assessment and Recording

Core Suite

Teacher App

Behaviour (Sanctions and Rewards)

**8. References**Please provide the details of two people to whom reference may be requested. The first referee should be from your current or most recent Head teacher (or equivalent). The second referee should be from your previous employment. **References will not be accepted from relatives or from people writing solely in the capacity of friends.**  
  
Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. Please also note that the school reserves the right to request references from other establishments and that other checks may be carried out to verify the contents of your application form. References are normally requested following shortlisting.

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| **REFERENCE 1** | ***Please place a cross in the box if you would prefer us not to request this reference until after interviews:*** | |  |
| **Full name of referee** | |  | |
| **Name of Establishment** | |  | |
| **Address of Establishment** | |  | |
| **Referee’s Job Title** | |  | |
| **Referee’s Relationship to Applicant** | |  | |
| **Referee’s Telephone Number** | |  | |
| **Referee’s email address** *(this must be a work email address, not a personal email address)* | |  | |
| **Is this referee at your current / most recent employment?** | |  | |

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| **REFERENCE 2** |  | |  |
| **Full name of referee** | |  | |
| **Name of Establishment** | |  | |
| **Address of Establishment** | |  | |
| **Referee’s Job Title** | |  | |
| **Referee’s Relationship to Applicant** | |  | |
| **Referee’s Telephone Number** | |  | |
| **Referee’s email address** *(this must be a work email address, not a personal email address)* | |  | |
| **Is this referee at your current / most recent employment?** | |  | |

**9. Health**

*The Stephen Perse Foundation is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the School complies with its obligations under the Disability Discrimination Act 1995 (“the Act”). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.*

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| **Are there any special arrangements you might require in order to attend an interview?** | |  |
| **If yes, please provide details:** |  | |

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| **If offered the position applied for, (on the basis of the job description provided) are there any arrangements or adjustments that the School would need to make to enable you to carry out the role?** | |  |
| **If yes, please provide details:** |  | |

In accordance with the guidance published by the Department for Children Schools and Families (DCSF), any offer of employment made by The Stephen Perse Foundation will be conditional upon The Stephen Perse Foundation verifying the successful applicant’s medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire; the responses to which will be assessed by the School’s Medical Adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for The Stephen Perse Foundation’s Medical Adviser to be given access to your medical records and / or for you to be referred to a specialist clinician.

**10. Recruitment**

It is The Stephen Perse Foundation’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within The Stephen Perse Foundation are subject to a probationary period.

The Stephen Perse Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of The Stephen Perse Foundation Recruitment Policy is enclosed with this Application Form. Please take the time to read it.

If your application is successful, The Stephen Perse Foundation will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months.

**11. Compulsory declaration of any convictions, cautions or reprimands, warnings or bind-overs**You are required to declare any convictions, cautions or reprimands, warnings or bind-overs. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

Have you been convicted by the courts of any criminal offence? Yes No  
  
Is there any relevant court action pending against you? Yes No  
  
Have you ever received a caution, reprimand or final warning from the police? Yes No

*If you answer ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “Confidential” with your Application Form.*

**12. Disqualification by Association (Junior School and Pre-Prep and Dame Bradbury’s only)**

One of the regulations that now applies to schools is that people who have been convicted of one of a number of specified offences, **or who live in the same household as someone who has been convicted of one or a number of specified offences** are regarded as disqualified and may no longer work in a child care setting

As a school we are required to inform you of these regulations and to ask you if, to the best of your knowledge, there is anyone living in the same household that is disqualified.

Yes No

The disqualification orders and offences can be found in the links below:

<http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made>

<http://www.legislation.gov.uk/uksi/2009/1547/schedule/2/made>

<http://www.legislation.gov.uk/uksi/2009/1547/schedule/3/made>

**13. Data Protection Act 1998**The information collected on this form will be used in compliance with the Data Protection Act 1998**. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998.** The information may be disclosed, as appropriate, to the governors, to Medical Advisors, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and / or detect fraud. This form **will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.  When the recruitment process is completed, the form will be stored for a maximum of six months and then destroyed.  If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.**

**14. Notes**

1. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”
2. Canvassing, directly or indirectly, an employee or governor will disqualify the application
3. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination
4. Information about recruiting ex offenders is available from the school

**15. Declaration**I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information or omitting information will result in my application being rejected or withdrawal of any offer of employment, summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 12 above, and in particular that checks may be carried out to verify the contents of my application form.

I confirm that I am not on DBS Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.

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| *Signed by Applicant* |  | | *Date* |
|  |  | I have included information under confidential cover  relating to personal information  I have included information under confidential cover  relating to disclosures | |
| *Print Name* |  |

**Applications should be marked Private and Confidential and sent to:   
  
The HR Office  
The Stephen Perse Foundation  
Union Road  
Cambridge  
CB2 1HF**