



The Bishop's Stortford High School

APPLICATION FOR THE POST OF TEACHER

Please ensure you complete all sections of the application. Please note that providing false information will result in the application being rejected, a withdrawal of any offer of employment, or a summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please enclose an accompanying letter of application (CV's are not accepted)

Position applied for										
Title										
Forename(s)										
Surname										
Any former names										
Address										
Date of birth										
Mobile no.										
Other no.										
Email address										
Where did you see this position advertised?										
Do you have the right to work in the UK?	<div>Yes No</div>									
National Insurance no.										

Present or last teaching post

Title of post																		
Dates of employment (Leave end date blank if still in post)	From	D	D	M	M	Y	Y	Y	Y	To	D	D	M	M	Y	Y	Y	Y
Name of school																		
Address and telephone number of school																		
A) Type of school	Boys ✓	Girls ✓	Mixed ✓	Age range						Number on roll								
B) Type of school (Maintained, Academy, Independent etc.)																		
Main responsibilities of post.																		
Current salary & salary scale TLR (if applicable)																		
Subjects taught	Main										Subsidiary							
Date available to begin new job																		
Reason for leaving (If applicable)																		

Present or last post if non-teaching

Name, address and telephone number of employer																		
Job title <i>Please enclose a copy of your current job description</i>																		
Dates of employment (Leave blank if still in post)	From	D	D	M	M	Y	Y	Y	Y	To	D	D	M	M	Y	Y	Y	Y
Main responsibilities of post																		
Current salary																		
Date available to begin new job																		
Reason for leaving (If applicable)																		

Previous employment, voluntary work or other activities.

Please provide a full history, in chronological order, since leaving secondary education, detailing any gaps between employment/other activities, e.g. time spent travelling, bringing up family, periods of unemployment etc.

Employer/Organisation	Position held	Full/Part time	Dates of employment Month & Year		Reason(s) for leaving
			From	To	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Please enclose a continuation sheet if necessary

Secondary education.

Establishment(s)		From	To
Qualifications gained	Subject	Result/grade	Date

Higher education

Names and addresses of University or College and/or ITT provider	Dates		Full or Part-time	Courses	Classification obtained	Age groups for which trained
	From	To				

Teacher status

Do you hold Qualified Teacher Status?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If yes date QTS gained:		
Have you completed a NQT year?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If no, please give end date:		
Teacher reference number:		
		/

Professional courses attended as a teacher.

Please list relevant courses attended in the past 3 years.

Title of course	Organising Body	Date(s)	Duration

Other relevant experience, interests and skills

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Referees

Please provide details of two people to whom reference may be made. The first referee should be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. 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. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

<p>Have you ever been subject to a safeguarding investigation by your employer or the General Teaching Council or Independent Safeguarding Authority?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions.</p>
<p>Are you subject to any legal restrictions in respect of your employment in the UK?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>If YES please provide details separately</p>
<p>Do you require a work permit?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>If YES please provide details separately</p>
<p>Do you have a current full driving licence?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>Are you related to or have a close personal relationship with any pupil, employee, or governor?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>If YES give details separately under confidential cover</p>
<p>Are there any special arrangements which we can make for you if you are called for an interview?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).</p>
<p>TBSHS is a member of the Bishop's Stortford Educational Trust (BSET)</p> <p>Are you happy for us to share your details with other schools in the trust who may have a similar vacancy?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>

Disclosure of Criminal convictions

The school is required to give you the opportunity to voluntarily declare all cautions, bindovers, pending prosecutions, spent and unspent convictions. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs?

Please indicate in the relevant box:

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application.

In accordance with statutory requirements, if appointed you will be required to complete a disclosure application that will be sent to the Disclosure & Barring Service (DBS).

The DBS now offers an update service which keeps DBS certificates up to date and allows employers to make an online check, with an applicant's consent. This applies where the type and level of check are identical and in the same workforce.

Please confirm if you currently subscribe to this service:

Yes	No	Notes
<input type="checkbox"/>	<input type="checkbox"/>	

- a) When completed, this form should be returned in accordance with the instruction in the advertisement for the job along with a letter of application.
- b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- c) Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire.

Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct.

I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.

I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.

I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

Signature of Applicant

Date

Print Name