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| Park School for Girls |

# Application for Teaching Staff Member

Please complete the form in black ink or typescript

**Application for Appointment of:**

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| 1. Personal Details (BLOCK CAPITALS PLEASE) | |
| Title: | Mr/Mrs/Miss/Ms/Dr |
| Full Name: | Any previous names (including maiden name) |
| Present Address: | Previous Address (if lived at current address for less than 5 years): |
| Postcode: | Postcode: |
| N.I. No: | DfE Number: |
| Home Tel Number: | Email Address: |
| Mobile Number: | Date of QTS: |

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| 2. Present Appointment | |
| Name of School: | Type: |
| Address: | Subjects Taught: |
| Tel: |
| Date of Appointment: | Ages Taught: |
| No. on Roll: | Full or Part-time: |
| Boys/Girls or Mixed: | Current Position: |
| Gross Annual Salary: | Period of Notice: |

**Park Avenue** | **Ilford** | **Essex** | IG1 4RS

T: 0208 554 2466 E: [admin@parkschool.org.uk](mailto:admin@parkschool.org.uk)

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| 3. Give details of all full-time or part-time employment below, working back from your current or most recent post to the date of your last DBS check | | | | |
| From Mth/Yr | To Mth/Yr | Employer's name and address | Position, brief description of post and institution | Reason for leaving |
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| 4. Secondary Education and Examination Results | | | | |
| Name of School(s) and address(es) | From | To | Examinations Gained GCSE, GCE, CSE, O, A etc | Grades |
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| 5. Higher Education (in chronological order) | | | | | |
| Place of Study (University, College, etc) | From | To | Full or part time | Subjects Studied | Qualifications Awarded |
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| 6. In-service courses attended within the last five years |  |  |
| Course Details | From | To |
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| 7. Additional Information | |
| Are there any restrictions to your residence in the UK, which might affect your right to take up employment in the UK? **YES NO** | |
| If yes, please give details:  Please Note: under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to provide documents confirming eligibility to work in the UK. | |
| Have you lived abroad in the last 10 years? **YES NO** | |
| If yes please give dates, and any employment undertaken on a separate sheet if necessary. You may be required to obtain a ‘certificate of good conduct’ from the country concerned. | |
| Do you hold a current driving licence? **YES NO** | |
| If yes, is it full/provisional LGV/PVC licence? | |
| Dates of any holidays booked | |
| Please give details of any special arrangements required for interview | |
| Criminal Offences  Have you ever been convicted of any criminal offences, which are not deemed spent under the terms of the Rehabilitation of Offenders Act 1974? **YES NO** | |
| If yes, please give details: | |
| About this Application  Do you know anyone who works for the School? **YES NO** | |
| If yes please detail relationship | |
| References  Please give details of two referees; one must be the Headteacher of your current or most recent School (no references will be taken without your prior knowledge and permission). Please note that job offers will  be subject to the receipt of satisfactory references. The School may also request employment named on this application form. | |
| Reference 1  I give/ do not give permission to take up my references prior to an offer of employment being made (tick as appropriate) | Reference 2  I give/ do not give permission to take up my references prior to an offer of employment being made (tick as appropriate) |

Evidence of Qualifications

Offers of appointment are made on the basis of information provided in your written application (including your CV) and at interview. If offered an appointment you will be asked to provide evidence of any qualifications that may be relevant and detailed in your application. If you are unable to provide satisfactory evidence the offer of employment may be withdrawn.

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use the information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with the Data Protection Act 2018.

## Undertaking

I confirm that the entries that I have made on this application form are, to the best of my knowledge and belief, true. I understand that, should I have deliberately made a false statement on this form, any job offer could

be withdrawn, or the continuation of employment put at risk. I authorise the School to process and store all information contained on this application form for the purpose of recruitment and is outlined above.

I authorise the School to obtain references to support this application (subject to the restrictions above) and release the School and referees from any liability caused by giving and receiving information.

I confirm that I know of no reason why I should not be working in a job which involves contact with children.

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| Signature: |  | Name: | Date: |

How did you hear about this position?

## Thank you for your application and for your interest in the School.

We will respond to your application as soon as possible.

Applicants will be required to undertake pre-employment checks which include References, Health, Right to Work in UK, DBS and a Declaration that they are not a disqualified person under the Childcare (Disqualification) Regulations 2009.

# Monitoring Information: Equal Opportunities Monitoring

This section of the application will be detached from your application and will be used solely for monitoring purposes, or to allow reasonable adjustments to be considered and made with regards to disability.

The School recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

## White

British Irish Any other white background\* \*Please specify

## Mixed

White & Black Caribbean White & Black Asian Any other mixed race background\* \*Please specify

White & Asian

## Black or Black British:

Caribbean African Any other black background\* \*Please specify

## Asian or Asian British:

Indian Pakistani Bangladeshi

Any other Asian background\* \*Please specify

## Chinese or Other Ethnic Group:

Chinese Any other ethnic group\* \*Please specify

If you wish, you may disclose information about yourself in this section about your religion or sexual orientation:

## Thank you for completing our Equal Opportunities monitoring form