**Teaching Staff Application Form**

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| --- | --- |
| Post Applied For: | Head Teacher |
| Reference Number: | RPS027 |
| School: | Rood End Primary |
| Closing Date: | Wednesday 15th September 2021 at 12:00 noon |

We are legally obliged to ask you to provide evidence of your right of work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport, visa or full birth certificate to confirm this. (Further details are available from the UK Visa & Immigration Website).

I hereby consent to Rood End Primary School processing and retaining the data contained within this form for recruitment, selection and employment related purposes only. I declare that all statements I make in this application are true and, to the best of knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed. (Please note applications forms submitted electronically/online will require to be signed should you progress to the next stage of the process).

|  |  |
| --- | --- |
| SIGNED | DATE |
| PRINT NAME |  |

Please return completed form to:

SIPS Education Limited, Second floor, Guardian House, Cronehills Linkway, West Midlands, B70 8GS. Email: hr@sipseducation.co.uk

**Section 1**

**Personal Information**

|  |  |
| --- | --- |
| Title |  |
| First name |  |
| Middle name |  |
| Last name |  |
| NI Number |  |
| Teacher Reference Number |  |
| Date of Birth |  |

**Contact Information**

|  |  |
| --- | --- |
| House Number/Name |  |
| Address Line 2 |  |
| Address Line 3 |  |
| City/town |  |
| Post code |  |
| E-mail Address |  |
| Phone (home) |  |
| Phone (mobile) |  |
| Phone (work) |  |

**Section 2 – Equal Opportunities**

As part of our equal opportunities policy we request that you complete the following information. This information is for monitoring purposes only. All information will be treated as confidential and will not be used when short-listing or deciding on whether an applicant is successful or unsuccessful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination.

**Ethnic Origin**

|  |  |
| --- | --- |
| Asian or Asian British - Bangladeshi | Mixed Ethnic – White and Black |
| Asian or Asian British – Chinese | Caribbean |
| Asian or Asian British - Indian | Mixed Ethnic Group – Other |
| Asian or Asian British - Other | Mixed Ethnic Group – Arab |
| Asian or Asian British - Pakistani | White Gypsy or Irish Traveller |
| Black or Black British - African | White - Irish |
| Black or Black British - Caribbean | White – Other |
| Black or Black British - Other | White – Welsh/English/Scottish/N.Ireland |
| Mixed Ethnic – White and Asian | Prefer not to say |
| Mixed Ethnic – White and Black African | Other (please specify)  |

**Religious Beliefs**

Buddhist Christian Sikh Prefer not to say

Jewish Muslim Hindu Other (please specify)

**Age Range**

16-17 25-29 40-49 60-64

18-24 30-39 50-59 65+

**Sexual Orientation**

Bisexual Lesbian/Gay woman Prefer not to say

Gay man Hetrosexual/Straight

**Gender**

Male Female Prefer not to say

**Disability**

The Equality Act (2010) defines a disabled person as someone with a ‘physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities’.

Do you consider yourself to have such a disability? Yes/No/Prefer not to say

None Neurological condition

Hearing Impairment Physical co-ordination difficulties

Learning difficulties Visual impairment (not corrected by spectacles)

Physical impairment Speech impairment

Prefer not to say Reduced physical capacity

Mental health condition Long standing illness or health condition

Mental illness Other (please specify)

Mobility impairment

I certify that to the best of my knowledge and belief, the information I have provided is true. I understand that any false information or failure to disclose any criminal convictions will result, in the event of employment, in a disciplinary investigation, and may result in dismissal.

|  |  |
| --- | --- |
| Signed:………………………………… | Date:………………………………………………………………… |
|  |  |
| If I am appointed, I give my permission for my name and contact details to be provided to the recognised Trade Unions in Sandwell (please tick as applicable) | Yes No  |
| If I am appointed, I give my permission for my service and salary details to be accessed by other local authorities (please tick as applicable) | Yes No |

**N.B Canvassing for this appointment will disqualify.**

**Section 3 – Employment History**

|  |  |
| --- | --- |
| Current/Most recent employer |  |
| Job Title |  |
| From |  | Until |  |
| Address of employer |  |
| Brief details of duties and responsibilities (no more than 200 words) |  |
| Salary |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Current/Most recent employer |  |
| Job Title |  |
| From |  | Until |  |
| Address of employer |  |
| Brief details of duties and responsibilities (no more than 200 words) |  |
| Salary |  |
| Reason for leaving |  |

**Section 3 – Continued Employment History**

|  |  |
| --- | --- |
| Current/Most recent employer |  |
| Job Title |  |
| From |  | Until |  |
| Address of employer |  |
| Brief details of duties and responsibilities (no more than 200 words) |  |
| Salary |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Current/Most recent employer |  |
| Job Title |  |
| From |  | Until |  |
| Address of employer |  |
| Brief details of duties and responsibilities (no more than 200 words) |  |
| Salary |  |
| Reason for leaving |  |

**Section 4 – Teaching Qualifications and Relevant Training**

|  |  |
| --- | --- |
| I.T.T Provider (University, School, Etc.) |  |
| Course undertaken to obtain QTS |  |
| Age group specialism (tick as appropriate) | Nursery |
|  | Reception |
| Key Stage 1  |
| Key Stage 2 |
| Key Stage 3 |
| Key Stage 4 |
| Special |
| Subject Specialisms |  |
| Year Group(s) Preferred |  |

|  |  |  |
| --- | --- | --- |
| Course title | Result and awarding body | Completion date |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 5 – Education History**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/college/university | Subject/Level | Date of completion | Result |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 6 – Memberships**

|  |  |  |
| --- | --- | --- |
| Name of Association | Membership type and number | Expiry date |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 7 – Information in Support of Your Application**

Please review the Job Description and Personnel Specification, and indicate by means of examples how you are capable of carrying out the duties of the job as listed in the Job Description. You may give examples from your experience in employment, education, voluntary work or personal life.

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**Section 8 – References**

Please provide two referees, one of whom must be your current or most recent employer. If you do not have employment history then please provide a character reference. This should not be a friend or family member.

|  |  |
| --- | --- |
| Referee Name  |  |
| Organisation |  |
| Job title |  |
| Type of reference (personal/employer/other) |  |
| E-mail |  |
| Daytime phone number |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Post code |  |
| Are we able to approach this referee? (yes/no) |  |

|  |  |
| --- | --- |
| Referee Name  |  |
| Organisation |  |
| Job title |  |
| Type of reference (personal/employer/other) |  |
| E-mail |  |
| Daytime phone number |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Post code |  |
| Are we able to approach this referee? (yes/no) |  |

**Section 9 – Declaration**

Are you related to any employee or council member for the organisation you are applying to? Canvassing or failure to make proper disclosure shall disqualify you for the appointment, and if appointed, shall render you liable to dismissal without notice. (Please delete as appropriate). Yes/No

If yes please specify who and your relationship to them:

|  |
| --- |
|  |

Self-declaration of suitability to work in posts requiring a criminal records check

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18.

The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, including cautions, reprimands and formal warnings, for any offence (not just those involving children) which for other purposes are ‘spent’ under the provisions of the Act. You must disclose in this section any previous convictions, cautions, reprimands and formal warnings.

Failure to disclose any previous convictions (including cautions, reprimands and formal warnings) could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview, will be entirely confidential and will be considered only in relation to this application.

Please disclose details of reprimands, formal warnings, cautions and convictions, including spent and unspent convictions. Any information given will be treated as confidential and will be considered only in relation to posts which the order applies.

Do you have a criminal conviction? (Please delete as appropriate) Yes/No

If yes please specify

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Type of Offence | Sentence/Fine | Comments |
|  |  |  |  |
|  |  |  |  |