

Teacher Application Form

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| Application for  the Post of: | Special Educational Needs Co-ordinator (SENCO) - Castlebrook High School |
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| --- | --- | --- | --- | --- |
| Preferred title: Mr /Mrs / Miss / Ms |  |  |  |  |

**1. Personal Information**

Previous Name(s):(if applicable)

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| --- | --- | --- | --- |
| Last Name |  |  |  |
|  |  | | |
| First Name(s): |  | | |
|  |  | | |
| Home Address:  Please specify alternative correspondence address on a separate sheet**.** |  | | |
| Postcode: | | |
|  |  | | |
| E-mail address: |  | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance Number (If you have one): |  |  |  |  |  |  |  |  |  |

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| Date of Birth: |  | |  | | | | |  | | | |  | | | | | | |
|  | | | | | | | | | | | |
| Do you have a full current  driving licence? | | Yes | | |  | | No | | |  | | Home Telephone  Number: |  | | | | |
|  | | |  |  | | | |  |  | | | | | | |
| Do you have daily use of  a vehicle? | | Yes | | |  | | No | | |  | | Work Telephone  Number: |  | | | | |
|  | | |  |  | | | |  |  | | | | | | |
| Do you have any penalty points on your licence?  If so, how many? | | Yes | | |  | | No | | |  | | Mobile Telephone  Number: |  | | | | |
|  | | | | | | | | | | | | | | | |
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|  | |  | | | | | | | | | | | | | | | |
| Do you consider yourself to have a disability? | | | | | | | | | | | | | | Yes |  | No |  |
|  |
| (NB: The Disability Discrimination Act defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”) | | | | | | | | | | | | | | | | | |
| The Trust operates an “interview guarantee scheme” for people with a disability and who meet the essential criteria of the post. | | | | | | | | | | | | | | | | | |
| If you have a disability, are there any arrangements which we can make for you if you are called for interview? | | | | | | | | | | | | | | Yes |  | No |  |
|  |  |  |  |
| If Yes, please outline your requirements: | | | | | | | | | | | | | | | | | |
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| How did you find out about this job? | | | | | | | | |  | | | | | | | | |

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| Are you applying on a job share basis? | Yes |  | No |  |  |

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| If so, please state the proportion of full-time you are willing to work: |  |

**2. Qualified Teacher Information**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| a) Date of gaining Qualified Teacher Status: | |  | | | | | | | | |
|  | | | | | | | | | | |
| b) DfES reference number: | |  | | | | | | | | |
|  | | | | | | | | | | |
| c) If you qualified after 7th May 1999,  have you completed your induction year? | Yes | | No | | If yes, give date | | |  | | |
|  | | | | | | | | | | |
| d) Have you passed your skills tests?  (Trainees only) | | Numeracy | |  | | Literacy |  | ICT |  |  |
|  | | | | | | | | | | |
| If not, when do you expect to complete them? | |  | | | | | | | | |

Successful applicants will be required to provide evidence of their registration with the Teaching Agency.

3. Previous Teaching Experience – Please list most recent first

Please include all teaching history. (Include information such as: % of time teaching, ability levels, subjects taught etc.) If newly qualified please give information of teaching practices in “Details of the Post:”

A. Current Position

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School name: |  | | | |
| Address &  Telephone Number: |  | | | |
| Local Authority: |  | | | |
| Post Title: |  | | | |
| Grade/Scale:  (Please specify salary point) |  | | Allowances:  (Please specify) |  |
| Upper pay spine:(If applicable) | What date did you pass the threshold? |  | What date did you progress to - | UPS 2: Date |
| UPS 3: Date |
| Approximate number on roll: |  | | Age range taught: |  |
| Dates:  From - To: |  | | Subject/  Specialisms: |  |
| Details of Post:  Reason for leaving: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

**3. Previous Teaching Experience Continued**

B.

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| --- | --- | --- | --- |
| School name: |  | | |
| Local Authority: |  | Post title: |  |
| Approximate number on roll: |  | Age range taught: |  |
| Dates:  From - To: |  | Subject/  Specialisms: |  |
| Details of Post:  (Please include any management allowances held)  Reason for leaving | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

C.

|  |  |  |  |
| --- | --- | --- | --- |
| School name: |  | | |
| Local Authority: |  | Post title: |  |
| Approximate number on roll: |  | Age range taught: |  |
| Dates:  From - To: |  | Subject/  Specialisms: |  |
| Details of Post:  (Please include any management allowances held)  Reason for leaving | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

D.

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| --- | --- | --- | --- |
| School name: |  | | |
| Local Authority: |  | Post title: |  |
| Approximate number on roll: |  | Age range taught: |  |
| Dates:  From - To: |  | Subject/  Specialisms: |  |
| Details of Post:  (Please include any management allowances held)  Reason for leaving | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**4. Employment Outside Teaching**

(Please include all employment history since leaving secondary education, if not included in teaching experience)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer & Address: | Job Title & Main Duties: | Full or Part Time | Dates: | |
| From: | To: |
| A. |  |  |  |  |
| B. |  |  |  |  |
| C. |  |  |  |  |
| D. |  |  |  |  |

**5. Other Relevant Experience**

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#### 6. Education

Please give details of all nationally recognised qualifications awarded/results awaited; **from GCE Advanced Level to Further Degree Level** or their equivalents in chronological order.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Attended | | Name of  School/College: | Qualification: | Subject: | F/T  or P/T: | Grade/  Level: | Date Gained: |
| From | To |
|  |  |  |  |  |  |  |  |
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**6. Education Continued**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Attended | | Name of  School/College: | Qualification: | Subject: | F/T  or P/T: | Grade/  Level: | Date Gained: |
| From | To |
|  |  |  |  |  |  |  |  |
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Copies of essential qualifications will be required on appointment.

7. Other Continuing Professional Development

Please list in chronological order, most recent first, any relevant courses or training you have attended in the last five years indicating the date of attendance. (Please continue on a separate sheet if necessary.)

If applying for a headship, please include details regarding NPQH

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Course: | Organising Body: | Awards (if any): | Date of Attendance: |
|  |  |  |  |
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**8. Letter of Application**

Please attach a separate letter of application – of no more than 2 sides of A4 to support your application. Details of the specific topic to be addressed will be found in the recruitment literature.

**9. Self Declaration of Criminal Record**

This post involves working in an Academy and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. We will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. As posts in Academies are 'Regulated Activity' the barred list for children will also be checked.

You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions. For information regarding filtering of convictions please see: [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)

Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in withdrawal from any job offer.

Do you have any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Yes |  | No |  |

Are you barred from working with children or subject to any sanctions imposed by a regulatory body (e.g. GTC/Teaching Agency)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Yes |  | No |  |

If you have answered yes to either of the above questions, please provide dates and brief details here:

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The Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

10. Asylum and Immigration Act 1996

The successful applicant will be required to provide original material evidence of a National Insurance Number or other approved documentation before being allowed to commence employment. Can you provide evidence?

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Yes | No |

11. Health Requirements

Appointment is subject to a satisfactory medical report from our Medical Adviser.

**12. SAFEGUARDING**

The Trust is committed to Safeguarding and Promoting the Welfare of all of its students*.* Each student’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self- worth and to view the world in a positive way. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our students.

**The Trust’s Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

* Providing a safe environment for children and young people to learn in education settings; and
* Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting’. *Safeguarding Children and Safer Recruitment in Education DfES 2007*

The Trust pays full regard to DfES guidance ‘Safeguarding Children and Safer Recruitment in Education’ Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks completing the academies disqualification declaration forms.

13. References

One should relate, if applicable to your present job, or most recent employer, or a member of the School/University Academic Staff. (If newly qualified your 1st reference should be from your College/University and your 2nd should be from your final teaching practice placement.)

Please ensure that at least one reference is from an employer by whom you were most recently employed in work with children.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1st Referee’s  Name and  Address: |  | | | | | |
|  |  | | | | | |
| Telephone No: |  | Position Held: | |  | | |
|  |  |  | | | | |
| Email Address: |  |  | | | | |
|  |  |  | | | | |
| Please indicate here if you are happy for this referee to be contacted at this stage | | | | | Yes | No |
|  | | | | | | |
| 2nd Referee’s  Name and  Address: |  | | | | | |
|  |  |  | | | | |
| Telephone No: |  | Position Held: |  | | | |
|  |  |  | | | | |
| Email Address: |  | | | | | |
|  |  |  | | | | |
| Please indicate here if you are happy for this referee to be contacted at this stage | | | | | Yes | No |

**Please note that, in any case, references will be taken up before a firm offer of appointment is made.**

14. General Application Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tick which phases you are trained to teach: | | |  | | |
| Early Years |  |  | Key Stage 1 |  |  |
| Key Stage 2 |  |  | Key Stage 3 |  |  |
| Key Stage 4 |  |  | Post 16 |  |  |
| Special (Specify which key stage) |  |  |  |  |  |
|  | | |  | | |

|  |  |
| --- | --- |
| Main curriculum area:  (If applicable) |  |
|  |  |
| Subsidiary curriculum area:  (If applicable) |  |
|  |  |
| Other relevant areas of interest:  (If applicable) |  |

15. Declarations

Canvassing will disqualify. Please state below if you are related to any member or staff or Governor of The Academy.

|  |  |  |  |
| --- | --- | --- | --- |
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Please state their name and position held:

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I declare that all the information I have provided is true, that I have not canvassed a member/officer of the Trust, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member/officer of the trust or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed:       Date:

The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 1998 the information you give us will be kept confidential and will be used only for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given in this application form. The information will be stored manually and electronically and disposed of after 12 months (maximum) if your application is unsuccessful.

**Please return your completed application form to** [**castlebrook@bury.gov.uk**](mailto:castlebrook@bury.gov.uk) **and remember to complete and return the recruitment monitoring form.**