

Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

\_\_\_\_\_\_\_\_\_\_\_\_

**Salterford House School**

**Application for Teaching Post**

**Information for Applicants**

**CVs will not be accepted.**

All sections of the form must be completed. Only correctly completed forms will be accepted.

If you are not filling electronically, please complete in black pen to aid photocopying.

Please read the enclosed guidance notes for more information.

|  |
| --- |
| Position applied for: |
| How did you find out about the vacancy: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: (Please tick) | Mr | Mrs | Miss | Ms | Dr | Other |

|  |  |  |
| --- | --- | --- |
| Name: | | |
| Other surnames previously known by, whether formally or informally. If offered a post, original evidence of identity and name changes will be required: | | |
| Address:  Post code: | | |
| Nationality |  |  |
| Passport number, issue date and validity |  |  |
| NI Number |  |  |
| Do you have QTS? | Yes/No | Teacher Reference No: |
| Telephone numbers (incl. Area code): | Home: | Daytime: |
| Mobile: |  | |
| Email address: | | |

**Present Post** (Full details required if your present post is within teaching)

|  |  |
| --- | --- |
| Date Commenced |  |
| Name of Employer/School (with telephone number)  (if your present post is not within teaching please describe your work) |  |
| Current salary |  |
| Position held |  |
| Summary of duties |  |
| Reason for leaving |  |
| How much notice do you need to give? |  |

Use this space if you need to include further information

**Education** If offered a post you **will be asked for original evidence of your qualifications** at interview and the school reserves the right to approach any number of education providers to verify qualifications stated. Please continue on a separate sheet if necessary.

**Education in Chronological Order From Age 16**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and location of School/College/University  (please list most recent first) | Full (F) or  Part  Time (P) | From | To | Study/Qualification(s) gained  e.g. Degree, NVQ, A Levels,  GCSE.  (please list the grades next to  each qualification) |
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**Particulars of School Experience During Training** (To be completed by Newly Qualified Teachers only)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School and Local Education Authority | Type of School | Age of Children Taught | Number on Roll | Did you have responsibility for a class or tutor group?  If so please describe |
|  |  |  |  |  |
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|  |  |  |  |  |

**In-service Studies and other training** Undertaken during last 5 years relevant to the post for which you are applying.

|  |  |  |
| --- | --- | --- |
| Course | Duration of course | Date |
|  |  |  |

**Teaching Experience (After Qualification)** (in chronological order)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates | | Name of School and Local Education Authority | Type of School | Year Group of Children Taught | Full/Part-Time (Please state % of week) or  Supply | Reason for leaving |
| From | To |
|  |  |  |  |  |  |  |
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**Full record of all previous employment and other experience** (Non-teaching or unqualified teaching service)

Please state if full or part-time, voluntary or paid (if part-time state percentage of the week). All experience is valued and should be fully recorded. Please indicate if any previous employer, voluntary group involved with has closed down. Any dismissal or redundancy must be clearly stated.

|  |  |
| --- | --- |
| SANCTIONS, RESTRICTIONS AND PROHIBITIONS (all to be completed) | |
| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the National College for Teaching and Leadership (NCTL), any equivalent body in the UK, or a regulator of the teaching profession in any other country? (Yes/No) |  |
| Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? (Yes/No) |  |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002? (Yes/No) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates |  | Position Held  (if any) | Employer or Organisation | Nature & brief summary of experience |
| From | To |
|  |  |  |  |  |

**Gaps in employment or training.** Please indicate and explain any gaps **since first leaving secondary education**. Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Date From | Date to | Reason for gap |  |
|  |  |  |  |

**References**

It is the school's practice to take up references when applicants are invited for an interview. Please give the name and address of two referees from whom the school may seek information regarding your suitability for employment. If you are currently employed, one of the referees must be your current employer. Otherwise it must be your most recent employer.

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted in relation to your employment history as part of the vetting process (this includes vetting of internal applicants). Checks will also be made on referees and their relationship to you. Family, ex/current partner, close friends are generally not acceptable referees.

|  |  |  |
| --- | --- | --- |
| Name:  Address:  Tel no (incl area code):  Fax:  e-mail:  Job title:  Relationship to you: | Name:  Address:  Tel no (incl area code):  Fax:  e-mail:  Job title:  Relationship to you: | |
| If shortlisted for interview, please give any days or dates when you would NOT be available: | | |
| **Sickness absence** How many days have you taken within the last 24 months | |  |

| **Declaration** |
| --- |
| It is the School'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 or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  If your application is successful, the School 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 six months.  All appointments are subject to an Enhanced DBS disclosure. All required employment checks must be completed before an appointment can be finally confirmed.  As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster. If you would like to discuss this beforehand, please telephone in confidence to the Headteacher for advice.  Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exemptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. https://www.gov.uk/disclosure-barring-service-check You should be aware that the School will institute its own checks on successful applicants for shortlisting with the Disclosure and Barring Service.  Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently. |

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| --- |
| Please delete one of the following statements:  I do not have any criminal convictions, cautions or bind-overs.  I attach details of criminal convictions, cautions or bind-overs in a sealed envelope marked confidential.  Delete as appropriate:  Have you lived and / or worked overseas in the last five years Yes/ No  I declare that:   * The information given on this form is true and complete to the best of my knowledge and belief. * I am not disqualified from working with children or subject to sanctions imposed by a regulatory body and I have enclosed details of any convictions, cautions or bind overs if appropriate. * I confirm that the information I have given on this application form is true and correct to the best of my knowledge. * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * I understand that, if successful, I shall be subject to enhanced clearance through the Disclosure and Barring Service (DBS), and be checked against the Children’s Barred List. * The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring website: (<https://www.gov.uk/government/organisations/disclosure-and-barring-service>). * Details of any unprotected criminal records should be provided in a separate sealed envelope marked ‘Confidential – Disclosure’ and for the attention of Mrs M Venables Headteacher if applicable, this should be attached to your application form. * I consent to the School making direct contact with the people specified as my referees to verify the reference. |

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| **DECLARATION** |

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| Signed: |
| Date: |
| If you are completing this form electronically and are invited to interview you will be required to sign your application form at that stage. |

**Guidelines on the application form**

**Thank you for your interest in applying for a job with Salterford House School**

We’ve put the following notes together to help you understand how our processes work and how to fill in your application form as effectively as possible. You are advised to read them before you start.

**CVs will not be accepted**. All relevant information should be provided on the application form, although you may attach additional sheets if there is insufficient space on the relevant sections of the form. Selection will be made from this information only, so statements such as “see previous application” or “refer to personal file” [if an internal applicant] will not be acted upon.

**Making your application**

**Understanding the job**

Information about the job can be can be found in the documentation:

The job advertisement gives brief details about the job

The job description gives the duties and accountabilities in more detail

The criteria on the employee specification show the knowledge, skills and experience you will require to do the job.

All this information should give you a clearer idea of what the job is about, and you can then decide whether you want to submit an application.

**The application form**

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to interview.

All applications, from both internal and external candidates, are considered against the criteria contained in the employee specification.

Applicants must meet at least all the essential criteria contained in the employee specification to be considered for interview for the job in question.

If there are a large number of applicants, the desirable and advantageous criteria will also be considered, so it is extremely important that you indicate how you meet all the essential criteria and as many of the other criteria as possible so we have a full picture of your skills, experience and abilities.

If you need to continue on a separate sheet for any of the sections please do so, making sure that the additional information for each section is clearly headed, eg “Training”.

Please put your applicant number on any additional sheets so that they can always be linked to the main form - this can be found on the front page of the form.

**Please send the completed application form to the address shown in the advertisement.**

**Convictions and Disclosure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences as they are deemed to be “spent”. However, for some jobs employers are allowed to ask about these offences.

Certain jobs, such as those working with children or vulnerable adults, will require a check on previous convictions [including those deemed to be spent], plus details of any cautions, reprimands or warnings. Where disclosure is appropriate, the application form will indicate the level required for the job in question.

The school will follow the Code of Practice concerning the use of information gained from the Disclosure Service, which ensures that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

**References**

If you are in paid employment, your current employer should be named as someone we can approach for a reference. References will be taken up if you are offered an interview. **If you do not wish your referee to be approached at this stage you should request this in writing with reasons.** No appointment will be made without satisfactory references being received.

If you are related to a referee in any way - for example, if you have formally been employed by a member of your family - you should make this clear on the form.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative. A second referee can be a family friend who will provide a character reference, but the relationship should be stated.

You should ask permission from your proposed referees prior to naming them.

**Right to work**

All employers must ensure that they only employ people who have a right to work in this country. Successful applicants not currently employed by the school will have to produce either a P45 from their last employer, a document from the Benefits Agency or Employment Services or any other appropriate official document before their first day of employment.

**Late applications**

The completed application form must reach us by the stated closing date. Late applications may not be considered unless there are exceptional circumstances. Please note: It is your responsibility to ensure that this office receives your application by the closing date indicated on the covering letter.

Recruitment files

Application forms and recruitment files are confidential documents and will normally be seen by those who need to see them in order to recruit and select.

**Complaints procedure**

If you feel you have not been treated fairly you can write to the school who will investigate your complaint in accordance with the employee or customer complaints procedures [copies available]. We will provide a written reply and if something has gone wrong we will say so and try to put it right. Such complaints should normally be made within three months of the incident arising.

Please note that complaints can only be raised about the application of the recruitment and selection policy, not about the appointment decision.

NB It may be useful to take a copy of the application form for future reference.