**TCES – Job Application Form**

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| **Position applied for:** | Click or tap here to enter text. |
| **Location:** | Click or tap here to enter text. |

Please complete this form fully using **black ink** or **type**. CVs are not accepted on their own. Applications received after the closing date will not normally be considered.

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| If applying for a teaching post, please provide your DfES number, and state whether you are **QTS/QTLS registered**: | **DfES Number:** | Click or tap here to enter text. |
| **Registered?** | Yes  No |

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

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| **SECTION 1** | **Personal Details** |

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| **Title:**  (Mr/Mrs/Miss/Ms) |  |  | **First name:**  (including middle name) | |  |
| **Last Name:** |  |  |  | |  |
| **Other Surnames:** |  |  | **Please confirm the dates of other surnames used:** | |  |
|  |  |  |  | |  |
| **Current Address:** |  | | | **Postcode:** |  |
| **(Month and year from):** |  | | |

If you have lived at this address for less than five years, please list all previous addresses:

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| **Address(s)** | **Dates: Month/Year** |
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| **Home Telephone:** |  |  | **National Insurance number:** | | |
| **Daytime Telephone:** |  |  |  | | |
| **Mobile Telephone:** |  |  |
|  |  |  |  | |  |
| **Email Address:** |  | | |

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| **Next of kin:** |  |
| **Contact number:** |  |  |

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| **Do you have unlimited right to work in the UK?** | Yes  No |  | (if ‘No’, please explain your circumstances) |
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| **If you currently hold a visa/work permit, when does it expire?** | |  |  |

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| **Do you give us permission to apply for a Current Enhanced DBS?**  (ID taken from your interview will be used to process this, providing you are successful after the interview stage) |  | Yes  No |

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| **Driving Licence**  **Do you hold a full, clean driving licence valid in the UK?** |  | Yes  No |

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| **Nationality:** |  |
| **Town of Birth:** |  |
| **Country** |  |
| **Do you speak any language(s) other than English?** Please specify |  |

**If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.**

**Applicants who have lived overseas will need to provide an overseas police record check for any countries you may have previously resided in.**

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| **SECTION 2** | **Present Employment** | | |
| **Are you currently working?** | |  | Yes  No |

**If you are not currently employed, please give details of your last employer.**

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| **Name of Employer:** | |  | | | | | |
| **Address:** | |  | | | | **Postcode:** |  |
| **Email:** | |  | | | **Contact Number:** | |  |
| **Job Title:** | |  | | | **Current salary:** | |  |
| **Start Date:** |  | | | **Expected end date:** | | |  |
| **Description of duties:** | | | | | | | |
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| (Continue on a separate sheet if necessary) | | | | | | | |
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| **Notice required** |  | | **Last day of service:**  (If no longer employed) | | | |  |
| **Reason for leaving** (If no longer employed)**:** | | | | | | | |
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| **SECTION 3** | **Previous Employment** |

**Previous Employment** **(most recent employer first)**

Please cover your **entire work history** and **explain any gaps** in employment. Continue on a separate sheet if necessary.

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| **From (mm/yy)** | **To (mm/yy)** | **Full or Part time?** | **Employer** | **Address** | **Job Title** | **Reasons for leaving** |
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| **SECTION 4** | **Education** |

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

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| **College or University** | **Course** | **Dates** | **Qualifications and  grades obtained** |
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| **School** | **Subjects** | **Dates** | **Qualifications and grades obtained** |
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| Continue on a separate sheet if necessary | | | |

**Ongoing CPD / Professional, Technical or Management Qualifications**

Please give details:

|  |  |  |
| --- | --- | --- |
| **CPD / Professional / Technical /**  **Management Qualifications** | **Course Details** | **Date** |
|  |  |  |
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| **Membership of any Professional Associations - Please state level of Membership:** | | |
| Continue on a separate sheet if necessary. | | |

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| **SECTION 5** | **Supporting Statement** |

**Abilities, skills, knowledge and experience.**

Please use this section to explain how you meet the requirements of the **Job Description** and **Person Specification**. Where applicable, please describe your experience of working with young people with SEN / ASC / SEMH.

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| Continue on a separate sheet if necessary. Please do not exceed 1,000 words maximum. |

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| **SECTION 6** | **Rehabilitation of Offenders Act (1974)** |

In accordance with current legislation you are required to provide the following information, which will be passed on to the Disclosure and Barring Service to check the existence and content of any criminal records including cautions, reprimands and final warnings. Due to the nature of the work for which you are applying the provisions of section 4(2) of the rehabilitation of Offenders Act 1974 do not apply by virtue of the rehabilitation of Offenders Act 1974 (exemptions) order 1975. This in effect means that you must declare below any previous convictions, including cautions, reprimands and final warnings and including all those which for other purposes are ‘spent’.

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| **Do you have any convictions that are unspent under the rehabilitation of offender’s act 1974?**  (including cautions, reprimands and final warnings) |  | Yes  No |

**If yes, please give details / dates of offence(s) and sentence:**

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| **SECTION 7** | **DBS Declaration** |

All staff in the TCES Group are DBS checked. Please provide the following information.

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| **Enhanced Checks Only**  Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? | | | | |  | Yes  No | |
| **Do you hold an Enhanced Disclosure Barring Service (DBS)?** | | | | |  | Yes  No | |
| **Number:** |  | **Date of issue:** | | | | |  | |
| **Counter signatory:** |  | **Registered body:** | | | | |  | |
| **If no, are you in the process of applying for one?** | | |  | Yes  No | | | | |
| **Are you currently on the DBS update service?** | | |  | Yes  No | | | | |

I consent to the information that I provide on this application form being checked against all relevant records and I am aware that any ‘spent’ convictions will be disclosed by the DBS. Should I have any convictions, I consent to the TCES Group passing on details of these convictions to any prospective Local Authority.

I also confirm that I am not on the Children’s Barred List, disqualified from teaching or working with children, nor under sanctions imposed by a regulatory body

I am aware that providing false information is an offence and that doing so may lead to my application being rejected, summary dismissal if I have been selected for the post and possible referral to the police.

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| **Signed:** |  | **Name:** |  | **Date:** |  |

**Please be aware that we require an application for an enhanced DBS Disclosure in the name of the TCES Group before employment with the company commences.**

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| **SECTION 8** | **References** |

Please give the names and addresses of all (External) employers to cover the last 5 years. If you are unable to do this, please explain who your referees are. Due to our safer recruitment procedures we DO NOT accept agency referees or a referee from TCES.

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| **Reference 1** |  | **Reference 2** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | **Name:** |  | | | |
| **Position:** |  | | | **Position:** |  | | | |
| **Work Relationship:** | |  | | **Work Relationship:** | | |  | |
| **Organisation:** | |  | | **Organisation:** | | |  | |
| **Address:** |  | | | **Address:** | |  | | |
|  |  | | |  | |  | | |
|  | **Postcode** | |  |  | | **Postcode** | |  |
| **Date of employment** | **From: To:** | | | **Date of employment** | | **From: To:** | | |

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| **Telephone:** | |  | | | | | **Telephone:** | | |  | | | | | |
| **E-mail:** |  | | | | | | **E-mail:** | |  | | | | | | |
| Are you willing for this referee to be approached prior to an interview? | | | Yes |  | No |  | | Are you willing for this referee to be approached prior to an interview? | | | Yes |  | No |  |

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| **Reference 3** |  | **Reference 4** |

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| **Name:** |  | | | | **Name:** | |  | | |
| **Position:** |  | | | | **Position:** | |  | | |
| **Work Relationship:** | | |  | | **Work Relationship:** | | |  | |
| **Organisation:** | | |  | | **Organisation:** | | |  | |
| **Address:** | |  | | | | **Address:** |  | | |
|  | |  | | | |  |  | | |
|  | | **Postcode** | |  | |  | **Postcode** | |  |
| **Date of employment** | | **From: To:** | | | | **Date of**  **employment** | **From: To:** | | |

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| **Telephone:** | |  | **Telephone:** | |  |
| **E-mail:** |  | | **E-mail:** |  | |

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| Are you willing for this referee to be approached prior to an interview? | Yes |  | No |  | Are you willing for this referee to be approached prior to an interview? | Yes |  | No |  |

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| **SECTION 9** | **Personal Profile** |

As part of the TCES Group selection process, we ask all applicants to answer the following questions. Your responses may be discussed with you during an interview. The purpose is to give the interview panel an insight into your values in relation to children. The views you express should be your own.

Please note that any information you submit on this form will remain confidential between you and the interview panel.

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| **Please tell us about your background, including details of the family you grew up in, your memories of childhood (good and bad), places you lived and any important events.** |
|  |
| **What sort of things did you/do you enjoy doing with your family?** |
|  |
| **What are your views on youth offending and what should be done?** |
|  |
| **What sort of rules would you expect children to follow in a family and how strict would you be about those rules?** |
|  |
| **What sort of punishment/sanctions should be used with children and who should decide what that punishment/sanction ought to be?** |
|  |
| **How are your expectations of children defined by their sex? What are these expectations?** |
|  |
| **What are your interests and hobbies? Who else do they involve?** |
|  |
| **What role do you believe religious beliefs should play in the life of the school?** |
|  |
| **How would you describe your general outlook on life?** |
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| **What is your motivation for working with difficult pupils? (where applicable)** |
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| **SECTION 10** | **Declaration** |

**Privacy notice**

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications, and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the subject “Data Protection Request”.

I declare that the information provided on this application form is true and correct. I understand that, should any information prove to be incorrect, this could lead to my application being rejected or, if selected for employment, disciplinary action.

If you are returning this form by email, you will be asked to sign your application at the interview.

Please also complete and return the Equal Opportunities Form, which we need for monitoring purposes.

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| --- | --- | --- | --- | --- | --- |
| **Signed:** |  | **Name:** |  | **Date:** |  |

**Returning this Form**

|  |  |
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| **By post:** | The Complete Education Solution, Park House, 8 Lombard Rd, London SW19 3TZ |
| **By email:** | Please save your application form as a PDF document with the title:  “[YourName] – [JobTitle] Application form.pdf”  (i.e. John Smith – Head Teacher TCES North West London Application form.pdf)  And send your form to recruitment@tces.org.uk |
|  |  |
|  | **Enquiries:** 0208 545 7878 |