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| **POSITION APPLIED FOR:** |  |

Please complete in BLACK ink or type and send with a supporting letter of no more than two A4 sides.

The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment policy. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and DBS/prohibition checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form and the supporting letter, are the only documents we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

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| **PERSONAL DETAILS** | | | |
| Title & forename(s): |  | Surname*:* |  |
| Previous surname(s): |  | | |
| Home address: |  | | |
| Postcode: |  | | |
| Home telephone: |  | Mobile telephone: |  |
| E-mail address: |  | | |

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| Do you have qualified teacher status? |  | When did you gain QTS? |  |
| Teacher reference Number: |  | NI number: |  |

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| Are you eligible for employment in the UK? |  |
| Please provide details: | |

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| Have you read the school’s child protection policy? |  |
| Do hold a valid driver’s licence? |  |
| Where did you see the post advertised? |  |

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| Derby High School has a Christian ethos. How would you seek to support the Christian ethos of the school? |

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| Are there any arrangements that we may be required to make if you are invited for interview?  If yes, please detail below: |

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| **EDUCATION AND QUALIFICATIONS** | | |
| School attended: | Qualifications:  (please include grades) | Dates: |
| University: | Qualification:  (please include classification) | Dates: |

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| **IN-SERVICE TRAINING/VOCATIONAL QUALIFICATIONS/SKILLS OR TRAINING** |
| Please list CPD undertaken in the last 5 years, any vocational qualifications or skills that you possess which you consider to be specifically relevant to the post for which you are applying. |

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| **EMPLOYMENT HISTORY** | | | | |
| Current position | | | | |
| Job title: |  | | | |
| Date appointed: |  | | | |
| School/college:  (name and type) |  | | | |
| Salary (basic):  (please indicate spine point) |  | | Additions :  (please indicate responsibility points, London allowance etc.) |  |
| Total salary |  | | | |
| Reason for seeking alternative employment? | |  | | |
| Please state when you would be available to take up employment if offered? | |  | | |

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| **PREVIOUS POSITIONS** | | | | |
| Name of school | Dates | Position(s) held | Age range taught | Reason for leaving |
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| **GAPS IN YOUR EMPLOYMENT** |
| If there are any gaps in your employment or education history, please provide details and dates below. |

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| **SUBJECT SPECIALISMS** |
| Please indicate the subjects you can offer and the level to which you can teach them. |

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| **EXTRA CURRICULAR INTERESTS** |
| Please give details of your main extra-curricular activities in which you have been actively involved, both in your current post and in previous schools. |

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| **OTHER ACTIVITIES AND INTERESTS** |
| Where relevant please indicate the level of achievement, commitment etc. |

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| **OTHER INFORMATION** |
| Please confirm if you know any existing employee, volunteer or governor at the school and if so, please provide  full details of how you know them. |

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| **SUITABILITY** |
| Please give your reasons for applying for this post and say why you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other roles or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |

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| **SANCTIONS, RESTRICTIONS & PROHIBITIONS** | |
| 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? |  |
| Have you ever been referred to the Department for Education, or are you 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? |  |
| Have you ever been the subject of a direction under Section 142 of the Education Act 2002? |  |
| **If answering ‘yes’ to any of the above questions, please provide details on a separate sheet and send this in a sealed envelope marked ‘confidential’ with your application form.** | |

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| **CRIMINAL RECORD** | |
| The School applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**), including a Children's Barred List check for all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.  The School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess their suitability to work with children. **However, you are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form.** If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's recruitment, selection and disclosure policy and procedure.  It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1.** | |
| Have you received a caution for, or been convicted of, any criminal offence whether in the United Kingdom or in another country? **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules (see Appendix 1).** |  |
| Is there any relevant court action pending against you? |  |
| **If answering ‘Yes’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked ‘confidential’ with your application.** | |

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| **REFEREES** |
| Please give the names, addresses and telephone numbers of three persons to whom reference may be made, one of whom should be either the head or chair of governors of your current employer. Referees may be contacted on receipt of your application, unless otherwise requested. |

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| **REFEREE 1** | | |
| NAME: | ADDRESS: | POSITION: |
| TELEPHONE NUMBER: | EMAIL: | RELATIONSHIP TO APPLICANT: |
| **REFEREE 2** | | |
| NAME: | ADDRESS: | POSITION: |
| TELEPHONE NUMBER: | EMAIL: | RELATIONSHIP TO APPLICANT: |
| **REFEREE 3** | | |
| NAME: | ADDRESS: | POSITION: |
| TELEPHONE NUMBER: | EMAIL: | RELATIONSHIP TO APPLICANT: |

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| **RECRUITMENT** | |
| 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.  A copy of the School’s recruitment policy and child protection policy is available from the School.  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. | |
| If you would be happy for Derby High School to keep your details on file for longer than six months and contact you should a suitable position arise please tick here | □ |

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| **HOW WE USE YOUR DATA** |
| We will use the information which you have provided on this form, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people).  Further information on how the School uses personal data is set out in the School’s Privacy Notice. |

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| **DECLARATION** | |
| * I confirm that the information I have given on this application form is true and correct to the best of my knowledge. * I confirm that I am not named on the Children’s Barred List or otherwise disqualified from working with children. * 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 consent to the School processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process. * I consent to the School making direct contact with the people specified as my referees to verify the reference. * I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight. | |
| Signed: |  |
| Print Name: |  |
| Date: |  |

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the above declaration.

**APPENDIX 1**

**Spent convictions and the DBS filtering rules**

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| **SENTENCE** | **REHABILITATION PERIOD**  (in all cases the period commences from the date of the conviction) | |
|  | **Aged over 18 at the time of the conviction** | **Aged under 18 at the time of the conviction** |
| Prison sentence of more than 4 years | Never | Never |
| Prison sentence of more than 30 months but less than or equal to 4 years | Length of sentence + 7 years | Length of sentence + 3.5 years |
| Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months | Length of sentence + 4 years | Length of sentence + 2 years |
| Prison sentence, or sentence of detention, of less than or equal to 6 months | Length of sentence +2 years | Length of sentence + 18 months |
| Removal from HM Service | 1 year | 6 months |
| Service detention | 1 year | 6 months |
| Community order | 1 year | 6 months |
| Fine | 1 year | 6 months |
| Youth rehabilitation order | N/A | 6 months |
| Compensation order | Once paid in full | Once paid in full |
| Hospital order | At the end of the order | At the end of the order |
| Conditional discharge, binding over, care order, supervision order, reception order | At the end of the order | At the end of the order |
| Absolute discharge | Spent immediately | Spent immediately |
| Disqualification | End of the disqualification | End of the disqualification |
| Relevant order | End of the order | End of the order |
| Conditional cautions | Once conditions end | Once conditions end |
| Caution, warning, reprimand | No period | No period |

**Filtering rules**

Certain spent convictions and cautions are considered 'protected' and the DBS filtering rules mean that they are not included in a DBS certificate. Job applicants are not required to disclose protected convictions or cautions. If a protected conviction or caution is inadvertently disclosed the School will disregard that information when making a recruitment decision.

You are therefore not required to disclose information about a spent criminal conviction imposed for an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

* eleven years have elapsed since the date of the conviction;
* it did not result in a custodial sentence; and
* it was not imposed for a "specified offence".

You are not required to disclose information about a spent caution issued for an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

* six years have elapsed since the date it was issued; and
* it was not issued for a "specified offence".

You are not required to disclose information about a spent criminal conviction imposed for an offence in the United Kingdom if you were under 18 years of age at the time of the offence and:

* five and a half years have elapsed since the date of the conviction;
* it did not result in a custodial sentence; and
* it was not imposed for a "specified offence".

You are not required to disclose information about a caution issued for an offence committed in the United Kingdom if you were under 18 years of age at the time of the offence.

The list of "specified offences" can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>