**St Catherine’s College**

**Application form for a teaching post**

St Catherine’s College is committed to being an equal opportunities employer. The aim of our policy is to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, disability, gender, religion, age, marital status, sexual orientation, medical condition (including people living with HIV or AIDS) or is disadvantaged by any conditions or requirements which cannot be shown to be justified. St Catherine’s College is committed to the safeguarding and promotion of welfare of all children and young people.

The information requested in this form is important in assessing your application. Please complete this form in full. Unless stated otherwise, CVs are not acceptable. Please write/type in black ink. Please ensure that you save this document before sending, otherwise all data may be lost. Completed forms together with a covering letter should be emailed to swindsor@stcatherines.college by the closing date of **noon, Monday 14 October 2019**.

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| **Job details** |
| Post applied for: | SENCO |
| School / Establishment: | St Catherine’s College |
| Subjects (if to specialise): |  |
| If the post is full-time, would you be prepared to consider working on a job-share basis? | [ ]  Yes [ ]  No |
| If appointed when can you start: |  |

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| **Personal details** |
| Title: |  |
| First name: |  |
| Family Name / Surname: |  |
| Maiden or previous name(s): |  |
| Home address: |  |
| Correspondence address (if different from above): |  |
| Email address: |  |
| Daytime telephone number: |  |
| Home telephone number: |  |
| Mobile telephone number: |  |
| National Insurance number: |  |
| Teacher’s Reference number |  |

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| **Education & Qualifications**(NB: Shortlisted candidates will be required to produced qualification certificates at interview) |
| GCSE or equivalent | Pass marks | Dates |
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| ‘A’ OR AS level | Pass marks | Dates |
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| Higher Education  |
| University : |  | Date: |  |
| Degree in: |  | Award: |  |
| Subject (s) studied | Pass marks | Dates |
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| **Additional Education & Qualifications – Initial Teacher Training** |
| University / College / Designated Recommending Body (DRB): |  |
| Qualification gained: |  | Date: |  |
| Date Qualified Teacher Status obtained: |  |
| Have you passed the QTS skill tests: | [ ]  Yes [ ]  No |
| Age range(s) for which trained: |  |
| Principal Subject: |  |
| Subsidiary subject(s): |  |

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| **Further Qualifications & Further Training**(Including one year and one term courses and any recent short courses (e.g. NPQH) |
| University, College or Organising Body | Subjects & Course Title | Qualifications Obtained | Length of courses & Dates |
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| **Current or most recent teaching post** |
| Name & Address of school / establishment |  |
| Name of Local Authority: |  |
| Type of school: |  [ ]  Boys [ ]  Girls [ ]  Mixed (Please select as appropriate) |
| Number on roll: |  |
| Telephone no: |  |
| Position title: |  |
| Subjects taken: |  |
| Date appointed: |  |
| Working hours: | [ ]  Full-time [ ]  Part-time (please specify hours per week) |
| Pay Scale: | [ ]  Main [ ]  Upper [ ]  Leadership |
| Spinal Column Point: |  |
| Additional allowances (Please specify type and value) |  |
| Are you still employed by this establishment? | [ ]  Yes [ ]  No |
| Date and reason for leaving (if applicable) |
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| **Previous Teaching Experience**(Please give the fraction of full-time where the post is / was part-time) |
| Name of School & Authority | Type of School & Number on Roll | Post held | Period of service From To (exact dates) | Reason for leaving |
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| **Non-teaching employment experience** |
| Employer | Position | From / To | Reason for leaving |
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| **Other History**(Please ensure that you provide a complete chronological history by listing below any periods not covered above in your employment history, e.g. travel, unemployment, sabbatical, carer responsibilities etc.) |
| From | To | Reason |
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| **Declaration by Applicant** |
| **Other employment** |
| In order to ensure compliance with the Working Time Regulations and the relevant pensions legislation, you must tell us about any other employment you hold that you intend to continue with should you be appointed. We also need to know which, if any, pension scheme you are an active member of in respect of these posts. |
| Job title, hours per week and employer | Active pension scheme membership |
| *e.g. Teacher, 0.5FTE, Kent County Council* | *Teachers Pension Scheme* |
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| **Pension**  |
| Are you in receipt of a pension awarded through the teachers’ ill health retirement arrangement? | [ ]  Yes [ ]  No |
| If ‘YES’, give details below: (including the date pension arrangements took effect) |
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| (Please note that if you were awarded an ill-health pension on or after 01 April 1997, you are not eligible for future employment as a teacher) |
| **Safety and Welfare of children** |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated? | [ ]  Yes [ ]  No |
| If you have answered ‘YES’ to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form. |
| I have attached details as requested. | [ ]  Yes [ ]  No |
| **Disciplinary Record** |
| Are you (or have you ever been) dismissed from a teaching post for alleged misconduct or incompetence or resigned in the face of such allegations? | [ ]  Yes [ ]  No |
| If ‘YES’, please give details: |  |
| Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this applications? | [ ]  Yes [ ]  No |
| If ‘YES’, please give details: |  |
| Have you ever been barred from working with children? | [ ]  Yes [ ]  No |
| If ‘YES’, please give details: |  |

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| **Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006** |
| Under the Rehabilitation of Offenders Act (ROA) job applicants are only required to declare criminal convictions which are not considered “spent” under the Act. Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as “regulated”. This means that they are all exceptions to the ROA and therefore you are required to declare any convictions (including bind over and cautions) regardless of whether or not they would be considered spent in other circumstances.Please read the guidance notes before completing this section. |
| Have you ever been convicted of a criminal offence? |  [ ]  Yes [ ]  No |
| Are there any alleged offences outstanding against you? |  [ ]  Yes [ ]  No |
| If ‘YES’ to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.  |
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| **Asylum and Immigration Act 1996** |
| It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right of abode in the UK. You will be required to provide evidence prior to appointment of a National Insurance Number, passport or other document on the approved list to satisfy the County Council that the asylum and Immigration Act 1996 is being complied with. |
| Do you require a work permit? |  [ ]  Yes [ ]  No |

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| **Relevant Experience & Other Information** |
| The information you provide in this section is important in assessing your application. Please use the space (and/or additional A4 sheets, if necessary) to state your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job (please refer to the person specification for the post).You should include details of the following, where they are relevant to the requirements of the post: present and previous teaching posts or teaching practices if you are newly qualified, other paid or unpaid employment or any other activities outside the workplace. |
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| **Leisure Interests** |
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| **Referees** |
| Name, address (inc Post Code if known) and Status/Position of two persons to whom reference may be made who can comment on your teaching and/or organisational ability. One must be your present or most recent employer. The other must be a previous employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from a School, Higher Educational Establishment or an Initial Teacher Training provider at which you most recently carried out teaching experience. If you are not currently working with children, you should provide details of the employer where you last worked with children. If you are a trainee teacher, please provide the name and address of your course tutor from your teacher training college. References will not be accepted from relatives or from people writing solely in the capacity of friends.**Headteacher Application Process:**In the case of applications from serving Headteachers, please give the name and address of your current school Chair of Governors and Director of Children’s Services. In the case of applications from serving Deputy Headteachers, please give the name and address of your current Headteacher and Director of Children’s Services. |
| 1) Present/Most recent employer/Chair of Governors |
| Name: |  |
| Address: |  |
| Occupation: |  |
| Telephone no. |  | Fax no. |  |
| Email address: |  |
| 2) Previous employer/Director of Children’s Services |
| Name: |  |
| Address: |  |
| Occupation: |  |
| Telephone no. |  | Fax no. |  |
| Email address: |  |
| 3) Course Tutor (trainee teachers only) |
| Name: |  |
| Address: |  |
| Occupation: |  |
| Telephone no. |  | Fax no. |  |
| Email address: |  |
| **NOTE:** References will be taken up if you are called for interview. In view of the nature of the job no offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in "Previous Employment" on page 2 of this form. If, for any reason, you feel unable to give your present or most recent employer as a referee, please send a covering letter explaining why. |

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| **Canvassing** |
| You are required to declare any relationships with Senior Officers or Members of the County Council as canvassing, whether direct or indirect, will invalidate your application. (Please note Senior Officers are defined as Chief Officers or Deputy Chief Officers). |
| Are you related to any County Councillors, existing employees or Senior Officers of the Council? | [ ]  Yes [ ]  No |
| If ‘YES’, please give details (stating department and job title) |
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| **Declaration** |
| I declare that the information given is true and understand that (a) canvassing of Members or Officers directly or indirectly will invalidate this application, and (b) the Authority reserves the right to seek verification from me of the factual basis for any information provided.I suffer no legal impediment to taking up employment with the Authority if so appointed and I accept that the discovery of any legal impediment after an appointment has been made may lead to my immediate dismissal. |
| Signature: |  |  | Date: |  |
| Print name: |  |
| If form has been completed electronically, please place an ‘x’ in this box to indicate your consent 🡪 | [ ]  |
| **Data Protection Act 1998**East Sussex County Council will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.For further information, see [www.eastsussex.gov.uk/dataprotection](http://www.eastsussex.gov.uk/dataprotection) |

Note to Candidates:

If you have not heard from the school within a few days of the closing date, you should normally assume that on this occasion you have not been selected for interview.

Should you require any further information or would like to make an appointment to visit us please contact, Sandie Windsor, Head of Personnel, Tel: 01323 465469.

# CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

**This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.**

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. The County Council aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce. The County Council’s Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job.

The County Council has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably. This information will not affect the consideration of your application.

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| Job applied for |  |
| Job No. or Ref (if applicable) |  |
| Location |  |
| How did you learn of this vacancy? | Worthwhile work campaign [ ] Other (please specify) |
| Surname and initials |  |
| Age |  | Date of Birth |  |
| Gender | M [ ]  / F [ ]  |  |  |

## Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific. Please identify your ethnic origin either by putting an ‘x’ in ONE of the boxes below or by giving your own description in the space provided.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A. White** |  |  | **C. Black or Black British** |  |
| British | [ ]  |  | Caribbean | [ ]  |
| Irish | [ ]  |  | African | [ ]  |
| Gypsy / Roma | [ ]  |  | Any other Black background | [ ]  |
| Traveller of Irish Heritage | [ ]  |  |  |  |
| Any other White background | [ ]  |  | **D. Asian or Asian British** |  |
|  |  |  | Indian | [ ]  |
| **B. Mixed** |  |  | Pakistani | [ ]  |
| White and Black Caribbean | [ ]  |  | Bangladeshi | [ ]  |
| White and Asian | [ ]  |  |  |  |
| Any other mixed | [ ]  |  | **E. Other ethnic groups** |  |
|  |  |  | Chinese | [ ]  |
|  |  |  | Any other ethnic group (please specify) | [ ]  |

## Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

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| Do you consider yourself to be disabled as set out in the Equality Act?  | Yes [ ]  / No [ ]  |
| If YES, please describe your disability.      |
| If you need any assistance to attend or participate in the interview, please give details.      |

**Religion**

Please identify your religion by putting an ‘x’ in ONE of the boxes below.

|  |  |
| --- | --- |
| Christian | [ ]  |
| Buddhist | [ ]  |
| Hindu | [ ]  |
| Jewish | [ ]  |
| Muslim | [ ]  |
| Sikh | [ ]  |
| Other religion | [ ]  |
| No religion | [ ]  |
| Prefer not to say | [ ]  |

**Sexual Orientation**

Please identify your sexual orientation by putting an ‘x’ in ONE of the boxes below.

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| --- | --- |
| Bisexual | [ ]  |
| Gay man | [ ]  |
| Gay woman / lesbian | [ ]  |
| Heterosexual / straight | [ ]  |
| Other  | [ ]  |
| Prefer not to say | [ ]  |

**Gender Identity**

Is your gender identity the same as the gender you were assigned at birth?

|  |  |
| --- | --- |
| Yes | [ ]  |
| No | [ ]  |
| Prefer not to say | [ ]  |

**Military Status**

Please identify your military status by putting an ‘x’ in the relevant box below, if required.

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| --- | --- |
| Territorial Army | [ ]  |
| Army Reservist | [ ]  |

**Employees with caring and parental responsibilities**

We value the contribution of carers, and we understand the additional pressures carers face in managing their work and caring responsibilities at the same time. We consider a carer to be anyone who spends a significant proportion of their time providing unpaid support to family or friends. This could be caring for a partner, relative or friend who is ill, frail, disabled, or has mental health or substance misuse problems.

**Examples of caring activities**

A lot of people with caring responsibilities don’t identify themselves as being a carer. We consider you to be a carer if you provide:

* personal care such as help with bathing, washing, dressing, going to the toilet and administering medicines
* physical care such as help getting out of bed, walking, eating and feeding, getting out of the house and/or in the community and with shopping
* administrative support such as help with finances and filling in forms
* emotional support and company including listening, prompting, encouraging and raising confidence.

According to the definition given above, do you have caring responsibilities for an adult?

|  |  |
| --- | --- |
| Yes | [ ]  |
| No | [ ]  |
| Prefer not to say | [ ]  |

**Are you a parent carer?**

The term parent carer means any person with parental responsibility for a child or young person with special educational needs or disability. It is an inclusive term and covers for instance foster carers, adoptive parents and other family members.

According to the definition of a ‘parent carer’ given above, do you have caring responsibilities for a disabled child under the age of 18 years?

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| Yes | [ ]  |
| No | [ ]  |
| Prefer not to say | [ ]  |

**Are you a parent?**

We define a parent as:

* a mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or a person who has been granted a residence order in respect of a child, or
* a person married to, or the civil partner of the child's mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or person who has been granted a residence order in respect of a child.

According to the definition of a ‘parent’ given above, are you a parent of a child or children under the age of 17 years?

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| Yes | [ ]  |
| No | [ ]  |
| Prefer not to say | [ ]  |