### HOUNSDOWN SCHOOL CONFIDENTIAL

**TEACHING APPLICATION FORM**

**Please use black ink/ print when completing this form**

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| 1. Application for the post of |  | Hhh | (as advertised) |
|  | | | |
| at (School/ establishment) | |  | 9 |
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| --- | --- | --- | --- | --- | --- |
| **2.** Last Name |  | | | First Names |  |
|  | | | | | |
| Title |  | Any Previous Last Names | | |  |  |  | (as advertised) |
|  | | | | | |
| Address | Post Code: | | | | |
|  |
|  |
|  | | | | | |
| Daytime  Tel No. |  | | Evening /Mobile  Tel No. | |  |
|  | | | | | |
| E-mail |  | | | | |
| Please note: Your email address will be used to acknowledge receipt of your application. If you have not received an acknowledgment before the closing date/time of the vacancy please contact HRadmin@hounsdown.hants.sch.uk or phone the school. | | | | | |

**3. Education and qualifications** (If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given.

**(a)** **Secondary / Further Education**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of school/college | Dates | | Subject and  Qualification | | Grade and date  awarded | |
| From | To |
|  |  |  |  | |  |  |
|  | | | |  | | |

**(b) Higher Education and Courses leading to other relevant qualifications**

Such as those leading to qualified status or graduate status and to membership of professional institutions.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Higher Education:  Establishments attended | | | | | | | | | Dates | | | | | Qualification obtained and date of award | | | | | | | | Subjects | | | | |
| From | | To | | | Main | Subsidiary | | | |
|  | | | | | | | | |  | |  | | |  | | | | | | | |  |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **4. Present appointment**  School/College/  Establishment | | | | | |  | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | |  | | | | | |
| Local Authority (if applicable) | |  | | | | | | | | | | | | | | | | | | Number on Roll | | | | |  | |
|  |  | | | | | | | | |  | | | | | | |
| Post Held (specify any additional allowances) | | | | | | | | | | | | |  | | | | | | | | | | | | | |
|  |  | | | | | | | | |  | | | | | | |
| (If part-time, please give details) | | | | | | | |  | | | | | | | | | | | | | Date appointed | | |  | | |
|  | | |  | | | | | | | | |  | | | | | | |
| Subjects, age groups taught and other responsibilities | | | | | | |  | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Notice required and / or date available if appointed | | | | | | | | | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current Gross Salary £  Including current MPR/UPR | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |

**5. Previous experience** If part-time appointment please state. A separate curriculum vitae should **not** be enclosed in

substitution. **A continuous employment history is required from when you left full time education.**

**(a)** **Teaching (most recent employment first)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Local Education Authority and School/College | Type of School | No.  on Roll | Age Range | Status of Post, subjects taught | Reason for Leaving | Inclusive Period  (month & year) | |
|  |  |  |  |  |  |  |  |
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**(b)** **Other paid employment (including Service in H.M. Forces, industry). State responsibilities and reasons**

**for leaving. Please indicate details of gaps in employment here.**

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**6a. Statement in support of application.**Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification

Applicants should confine this to two sides of A4. An additional letter is not required.

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**6b. Statement to illustrate how your experience meets the threshold criteria of the school - (relevant only if the post for which you are applying sits on the Upper Pay Range or Leadership Scale).**Please provide evidence of how your experience, skills and abilities demonstrate that you are ‘*highly competent*’ and have a ‘*sustained*’ impact on teaching and learning across the school.

In addition, you must also illustrate how your experience meets the school’s threshold criteria, which are as shown in the highlighted sections below: Applicants should confine this to one side of A4. An additional letter is not required.

Demonstrating ‘high competence’ and ‘sustained’ impact on teaching and learning across the school.

Personal Residuals (please list all your residuals for your year 11 classes over the past two years). Not applicable for NQT’s applying.

2013/2014 2014/2105

*e.g. 11c French 1 +1.05*

Performance Management

Please attach completed copies of your past two performance management reviews (2013/2014 and 2014/2015). Not applicable for NQT’s applying.

Lesson Evaluations (please list below the dates and gradings of all lessons formally observe and the class and subject.

*e.g. 10/09/15 Yr 8 History (mixed ability) Grade 1 (outstanding)*

Please list below any significant contributions made to the whole school beyond current role

*e.g. Duke of Edinburgh Leader in school*

*e.g. Mentor to ITT student*

**7. Confidential References (Please ensure referees know this reference is being requested)**

Names, addresses and status of two referees (one of whom, if employed, must be your present manager e.g. your

Headteacher). References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.

|  |  |  |
| --- | --- | --- |
| **(1) Present Employer (Headteacher)**  Name  Job Title  Company & Address  Tel No *(inc. STD code)*  Email address |  | **(2) (2nd Professional Reference)**  Name  Job Title  Company & Address  Tel No *(inc. STD code)*  Email address |
|  |  |  |

**8. Further information**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance No. |  | | | | | | |  | | | | |
|  | | | | | | | | | | | | |
| Teacher Reference Number |  | | | | | | | (7 digit number) | | | | |
|  | | | | | | | | | | | | |
| Qualified Teacher Status? | | | | | **YES** | |  | **NO** |  | | Date | |
|  | | | | | | | | | | | | |
| Statutory induction year completed? (if qualified after 7 May 1999) | | | **YES** | | |  | | **NO** | |  | Date | |
|  | | | | | | | | | | | | |
| Would you require sponsorship (previously a work permit) to take up this post? | | | | **YES** | |  | | **NO** |  | | Date | |
|  | | | | | | | | |
|  | | | | | | | | | | | | |
| Where did you see the advertisement for this post? | |  | | | | | | | | | | |
|  | | | | | | | | | | | |  | |

**9. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”**. 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 Service website : <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

**Safer Recruitment Request**

**It is an offence for an individual to attempt to engage in regulated activity (working with children). As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions.**

**As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school are also required to carry out a DBS check in order to determine your suitability for the role.**

**Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.**

**We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. 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.**

**Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).**

|  |  |  |  |
| --- | --- | --- | --- |
| **YES** |  | **NO** |  |

If the answer is yes, please provide information detailing this in a separate letter addressed as ‘Highly Confidential’ for the Executive Headteacher only.

**Please complete the following questions, taking into account the DBS filtering guidance.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership)? | **YES** |  | **NO** |  |
|  | | | | |
| If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form. | | | | |

**PLEASE NOTE;**

* If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service** (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
* Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
* Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
* **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.**
* Copies of the County Council‘s policy on the employment of ex-offenders, the DBS Code of Practice and the school’s policy on criminal records checks are available on request.
* With effect from 17th June 2013 criminal records certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the Data Protection Act 1998. The Local Authority abides by the DBS Code of Practice and Keeping Children Safe in Education (Dfe, 2014) which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Act. By signing this application form you give your consent to this.

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**10.** Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Hampshire Children’s Services Department, or a governor or senior employee of a school maintained by this Authority or Hounsdown School. **YES / NO**. If YES, please state the nature of relationship and the name of the County Councillor, senior member of Hampshire Children’s Services Department, governor or senior employee of the school.

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**11.** I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes in accordance with the Data Protection Act 1998. This may include analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

Where applicable, I will be subject to the regulations on political restrictions as defined in Local Government and Housing Act 1989.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of Candidate |  |  | Date |  |
|  | | | | | |

*December 2018*

**Equalities Monitoring Form (confidential)**

We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately.

This information will be treated confidentially and will not be used in any part of the selection process.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School:** | Hounsdown School | | | | | |
|  |  | | | | | |
| **Post applying for:** |  | | | | | |
|  |  | | | | | |
| **Name:** |  | | | | | |
|  | | | | | | |
| **Date of Birth:** |  |  |  |  |  |  |
|  | | | | | | |

**Gender Identity:**

How would you describe your gender identity?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Female |  | Male |  | Transgender (M - F) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Transgender (F - M) |  | Intersex |  | Gender neutral |

|  |  |  |
| --- | --- | --- |
|  | Non-binary or you choose to define your gender in another way |  |

**Sexual Orientation:**

Please indicate your sexual orientation:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Heterosexual (straight) |  | Gay woman / lesbian |  | Bisexual |
|  |  |  |  |  |  |
|  | Gay man |  | Other |  | Prefer not to say |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nationality:** |  | British |  | Irish |
|  |  |  |  |  |
|  |  | Other EU country |  | Other Non EU country |

**Ethnicity:**

Please indicate your ethnic origin:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **White** | **B** | **Mixed** | **C** | **Asian & Asian British** |
|  | British |  | White & Black Caribbean |  | Indian |
|  |  |  |  |  |  |
|  | Irish |  | White & Black African |  | Pakistan |
|  |  |  |  |  |  |
|  | Other White background \* |  | White & Asian |  | Bangladeshi |
|  |  |  |  |  |  |
|  |  |  | Other Mixed background \* |  | Other Asian background \* |
|  |  |  |  |  |  |
| **D** | **Black & Black British** | **E** | **Chinese or other group** |  |  |
|  | Caribbean |  | Chinese |  | I do not wish to disclose |
|  |  |  |  |  | my ethnic origin to |
|  | African |  | Any other background \* |  | Hounsdown School |
|  |  |  |  |  |  |
|  | Other Black background \* |  |  |  |  |

|  |  |
| --- | --- |
| **\*** Please indicate any other ethnic background: |  |

**Disability**

Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities.

Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment.

Do you consider yourself to have a disability?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | I do not wish to disclose my disability data to |
|  |  |  |  |  | Hounsdown School |

**Thank you for completing this form.**

**Please return in a sealed envelope with your application form**

**stating your name and post applying for.**

**The above information will not be shared with the selection panel prior to interview.**

**This information will be retained, confidentially, and used for monitoring purposes.**