



SIAL.school

Bilingual | Bicurricular

LONDON

TEACHER APPLICATION FORM

SIAL is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SIAL is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

Successful applicants will be required to undertake an Enhanced DBS check and barred list check.

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).

APPLICATION FOR THE POST OF:	
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PERSONAL DETAILS			
Title:		Surname:	
Forenames:		Previous Surname: (if applicable)	
Address:			
Telephone (home):		Telephone (mobile):	
Email address:		Telephone (work):	
National Insurance Number:		Teacher Reference Number (if applicable):	
Have you ever lived outside the UK for more than 12 months? Yes <input type="checkbox"/> No <input type="checkbox"/> (If so, we need a Police Certificate of Good Conduct from that Country)			

CURRENT OR LAST EMPLOYMENT			
Current (or last) Employer's Name & Address:		Date appointed:	
		Date of Leaving: (if applicable)	
Telephone Number:		Reason for Leaving: (if applicable)	
School Type, age range and Number on Roll:		Reason for Applying:	
Job title:		Salary & Pay Spine Point: (including TLR/allowances)	
Hours worked each week: (Full-time or Part-time hours)		Notice required:	

QUALIFICATIONS

Please give details of secondary schools, colleges and universities attended with examination results and qualifications obtained (inc. QTS). Evidence of qualifications will be requested.

School/University etc.	From	To	Qualification/s and grades

JOB-RELATED TRAINING

Please list details of relevant courses attended and indicate any qualification/award earned (you will again be required to provide appropriate evidence for this).

Course Title	Provider	Duration	Dates

PREVIOUS TEACHING EXPERIENCE

Please list this in full chronological order, starting with your most recent role and accounting for any gaps in employment (for safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for). Please include all of your experience since the age of 18, including any part time or voluntary work.

Position/role (include any allowances and hours if part-time)	Name/address of School/College etc.	School etc. type + number on roll	Exact dates of employment		Reason(s) for leaving
			From	To	

ANY NON-TEACHING EMPLOYMENT

Please list this in full chronological order, starting with your most recent role. Please include all of your experience since the age of 18, including any part time or voluntary work. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for, therefore **please also include any breaks in employment history together with the reason for the break.**

Job title	Name/address of employer	Exact dates of Employment		Brief details of pay, responsibilities and reason(s) for leaving
		From	To	

EXPERIENCE / RELEVANT SKILLS / FUTHER INFORMATION

Please use this section to show how you meet the criteria for this post drawing on all aspects of your education, skills and experience. Please ensure that you address each of the criteria in the job description.

REFERENCES

Please give the names and addresses of two professional referees who can provide information as to your suitability for this post, one of whom must be your current (or most recent) employer. If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children. Please note that if you are shortlisted we may request references prior to interview. Written references will not be accepted from relatives or people writing solely in the capacity of being a friend.

If you were known to either of your referees by another name please give details.

Referee 1		Referee 2	
Name:		Name:	
Position:		Position:	
Business Address:		Business Address:	
Telephone Number:		Telephone Number:	
Email address:		Email address:	
In what capacity do you know the above?		In what capacity do you know the above?	

DISCLOSURE OF CRIMINAL CONVICTIONS

The successful applicant for this position will be required to provide a satisfactory Enhanced CRB (Criminal Record Check) Disclosure from the Disclosure and Barring Service. Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying. Further information about the Disclosure process can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

This post is exempt from the Rehabilitation of Offenders Act (1974). This means that you must declare all convictions, cautions and bind-overs, regardless of whether they would be considered to be 'spent' for the purposes of this Act. However, since May 2013 individuals do not have to disclose certain old or minor offences and we can no longer ask you to disclose them if the offences are covered by the filtering rules/known as "protected offences". The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. This means that a) you are not obliged to disclose them to us, and b) that we cannot take these into account during the application/recruitment process. You are therefore required to disclose details of any convictions, cautions, reprimands and final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) in respect of your application. You are advised to consult the filtering guidance on the Disclosure and Barring Service ("DBS") website before submitting your application <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Do you have any convictions, cautions, warnings, reprimands or bind-overs that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes ☐ No ☐

If, 'yes' – I have attached details of the above in a separate sealed envelope marked 'Private and Confidential'.

Please sign and date

I confirm that the information I have provided about any convictions, cautions, warnings, reprimands or bind-overs is accurate and complete.

A conviction will not necessarily bar you from obtaining employment. However, failure to disclose any criminal convictions, in the event of your employment, **may result in disciplinary action or dismissal without notice.**

SAFEGUARDING STATEMENT

Are you currently listed on List 99, disqualified from work with children or vulnerable adults?

Yes ☐No ☐

Are you subject to any sanctions imposed by a regulated body e.g. General Teaching Council (GTC) or have any other action pending against you?

Yes ☐No ☐

If you have answered YES to either of the above questions, you are required to enclose details in a separate sealed envelope marked 'Private and Confidential'.

RIGHT TO WORK IN UK

Under the Immigration and Nationality Act 2006, an employer is required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. You will therefore be requested to produce original documents to prove that you are entitled to live and work in the United Kingdom (i.e. UK or European passport or birth certificate, Permanent Residence Card, etc.) before the commencement of your employment.

For further information please visit: <https://www.gov.uk/government/publications/right-to-work-checklist>

I declare that I am legally entitled to live and work in the United Kingdom, and I will be able to produce appropriate documentation.

Please sign and date

OTHER INFORMATION

If you are related to any employee or governor of this school, please state the name of the person and the relationship

Where did you see the advertisement for this post?

Any personal data entered on this form will be computerised for personnel/employee administration/equal opportunities monitoring in accordance with the Data Protection Act 1998.

ARRANGEMENTS FOR INTERVIEW

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

If you have disability, are there any arrangements which we can make for you if you are called for an interview and or/work based exercise? Yes ☐ No ☐

If Yes, please specify, (e.g. ground floor venue, sign language, interpreter, Audioloop etc.):

NOTE

Offers of employment are subject to satisfactory medical clearance, references, an enhanced DBS check and prohibited list check, confirmation of your eligibility to work in the UK and copies of all relevant qualifications.

DECLARATION


I certify that, to the best of my knowledge, the information provided and the statements made in this application are factually correct without omission and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal and possible referral to the police and other external agencies as deemed appropriate.

I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

Signed		Date	
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The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees. Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

Thank you very much for your interest in this post. Unfortunately, it is not possible to reply to all applicants, therefore, if you do not hear from us within 21 days of the closing date, please assume that your application has been unsuccessful on this occasion.

RETURN ADDRESS	
<p>Please return the Application Form by email. </p> <p>If you have any queries, please contact:</p> <p>Ines Saltalamacchia or Ben Mearhart Headteachers (Joint) SIAL 154-156 Holland Park Avenue London W11 4UH Telephone: 020 7603 5353</p>	<p>This application form can be returned to SIAL by email.</p> <p>Please use your surname to name and save this document and email to:</p> <p>info@sial.school</p> <p>Alternatively you can post this application to the return address indicated.</p>

Thank you and good luck!