**Northampton School for Girls**

**Teaching Staff Application Form**

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| **Application for the post of** **Teacher of Music** |
| **Candidate number (*office use only*)** |

**Instructions**

Please complete all sections of this form using black ink or type.

This application form is divided into two sections. Section B will be detached prior to shortlisting to ensure that your application is dealt with objectively. Applications will only be accepted if they are completed in full.

**Data Protection**

The information provided will be processed in accordance with data protection legislation. Processing of your data will take place either because:

* You consent to your data being processed
* Processing is necessary to evaluate your application for the position for which you have applied
* Processing is necessary for complying with legal obligations
* Processing is necessary for our legitimate interests

For further information, please see the school’s GDPR & Data Protection Policy.

**Section A**

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| **1 CURRENT OR MOST RECENT EMPLOYMENT** | | | | | | |
| **Name of Employer**  (*including whether Local Authority*  *or Academy*) |  | | | | | |
| **Address of Employer** |  | | | | | |
| **Position Held** |  | | **Type of contract** *(permanent/*  *fixed term/supply/acting)* | |  | |
| **Date Appointed to Employer** |  | | **Date Appointed to Position** | |  | |
| **End Date of Employment**  *(if applicable)* |  | | **Date Available to Take Up New Role** | |  | |
|  |  | |  | |  | |
| **Second Subject Offered** |  | | **Age Range of School** | |  | |
| **Salary/Allowance Details** |  | |  | | | |
| **Current Scale** *(e.g. Main Scale/Upper Scale/Leadership)* |  | **Current Point** |  | **Allowances** | |  |
|  |  | |  | | | |
| **For Leadership Scales only** |  | **School Group** |  | **ISR** | |  |
|  | | | | | | |
| **Current Salary** |  | | | | | |
| **Please give a brief description of the main duties of this post**     |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **2 PREVIOUS EMPLOYMENT** | | | | | | | | | | Starting with your most recent employment, list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You must provide explanations for any gaps or periods not in employment, training, or education since leaving secondary education. Teaching practice should only be included where this application is for your first teaching job.  ***We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied.*** | | | | | | | | | | Name of school,  employer or voluntary agency | Full Time / Part Time /  Supply | School Type: Primary/  Second/ Special/ Other) | Age  Range  Of  School | Number  On Roll | Position Held and Salary Point | From  Month/  Year | To  Month/  Year | Reason for Leaving | |  |  |  |  |  |  |  |  |  | | | | | | | |

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| **3 EDUCATION & QUALIFICATIONS** | | |
| Please give details of your education and any qualifications obtained with most recent first. This should include any qualifications for which you are currently studying. You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview.  Qualifications obtained overseas must be supported by NARIC accreditation. | | |
| **Institute/University/College/Secondary School** | **Qualifications and Grades Achieved** | **Date Awarded** |
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| **4 TEACHER TRAINING, OTHER PROFESSIONAL QUALIFICATIONS & MEMBERSHIP** | | | | |
| You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview.  Qualifications obtained overseas must be supported by NARIC accreditation. Please list most recent award first. | | | | |
| **College or Department of Education Attended (with dates)** | **FT / PT** | **Qualifications and Grades Achieved** | | **Date Awarded** |
|  |  |  | |  |
| **Membership of Professional Association and Level:**    **Membership Number:** | | | **Dates:** | |
| **We reserve the right to check QTS and Induction status with the National College for Teaching & Leadership.**  **Do you have Qualified Teacher Status (QTS)?**   **Yes**   **No**  **Date Qualified Teacher Status attained:**  **Teacher Reference Number (TRN):**  **If you qualified as a teacher after 7th May 1999, have you successfully completed NQT Induction?**   **Yes**   **No** | | | | |

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| **5 IN-SERVICE COURSES & ADDITIONAL ACHIEVEMENTS** | | |
| (i.e. swimming awards, music certificates, coaching awards etc.)  You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview.  Qualifications obtained overseas must be supported by NARIC accreditation. | | |
| **Title of Training Programme/Course** | **Date** | **Awarding Body** |
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| **6 SUPPORTING STATEMENT** | | |
| Your application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed on the person specification to draw up a shortlist for the next stage of selection. No assumptions will be made about your experience.  Please describe below how your experience, skills and knowledge, meet the criteria for the post as described in the person specification. Make sure you address all the criteria on the person specification. | | *Please leave blank* |
|  |
| **Section B**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **B1 PERSONAL DETAILS** | | | | | | **Surname** | |  | **First Name(s)** |  | | **Title (Mr, Mrs, Miss, Ms etc.)** | |  | **Preferred Name** |  | | **Address** | | | **Telephone Number** | | |  | | |  | | |  | | |  |  | |  | | |  |  | | **Post Code** | | | **Email Address** |  | | **Are you aged 16 or over** | **Yes**   **No** | |  |  |      |  |  | | --- | --- | | **B2 RIGHT TO WORK IN THE UK** | | | **Do you have the legal right to work in the UK?** | **Yes**   **No** | | **If yes, and there are conditions attached, i.e. start & finish dates, please specify:** | | | **You will be required to present original and valid evidence of eligibility to work in the UK in accordance with the Immigration, Asylum & Nationality Act 2006. By signing this application you agree to provide such evidence when requested.** | |  |  | | --- | | **B3 DISABILITY & ACCESSIBILITY** | | **Northampton School for Girls is committed to ensuring the applicants with disabilities or impairments receive equal opportunities and treatment.**  **If you have a disability or impairment (as defined by the Equality Act 2010), and meet the essential criteria for the post, you will receive an interview.** | | **Please tick here if you have a disability** | | **You do not have to declare a disability, but you can only be guaranteed an interview (subject to meeting the essential criteria for the job) if you tell us.**  **If you have any disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:** |  |  | | --- | | **B4 RELATIONSHIP TO THE SCHOOL** | | **Certain restrictions apply to the appointment to the same establishment of persons who are related to or have a close relationship with existing members of staff.**  **Are you related to any member of staff or Governor?**   **Yes**   **No** | | ***If you have answered yes to this question, please give full details below:*** | | **Relationships with a governor, trustee or employee does not necessarily prevent them from acting as a reference.** |  |  | | --- | | **B5 DECLARATION OF INTEREST / CODE OF CONDUCT** | | **Employees must not allow personal and/or private interests to influence their conduct as employees.**  **In particular, all applicants (and existing employees) are required to inform the Academy Trust if they have any other current employment and also if they, their partner or close relatives, have an interest in a private enterprise that may represent a conflict of interest. If the Academy Trust considers that there is a conflict of interest (as a result of information disclosed) you will not be considered for employment. Non-disclosure of a possible conflict of interest could also result in any employment being terminated.**  **Important: Even if you have nothing to declare, please indicate this by writing ‘None’ in the space below.** |  |  | | --- | | **B6 CRIMINAL CONVICTIONS** | | **This appointment is exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced Disclosure and Barring Service Disclosure in accordance with the requirements of the Disclosure and Barring Service and the Police Act 1997. You must declare all convictions (including convictions with Absolute Discharge), cautions or bind-overs you may have, even if they would otherwise be regarded as ‘spent’ under this Act. In the event of employment, failure to disclose a conviction, caution or bind-over could result in dismissal or disciplinary action by the Academy Trust and possible referral to the Police.**  **Have you ever been convicted of a criminal offence (including Absolute Discharge) or been given a caution, Reprimand, warning or bind-over?**  **Yes**   **No**  **If yes, please attach details in a sealed envelope marked ‘confidential’ with your name and post applied for on the front and hand this in with your application form or bring it with you to interview. Any information received will be reviewed using DBS and Vetting and Barring Guidance in order to establish whether the information is relevant to the responsibilities of the post.** | | **If I am shortlisted for interview I confirm that I will provide the necessary identification documents, details of which will be included in the correspondence prior to interview. I understand that the provisionally selected candidate will be required to apply for an enhanced Disclosure and Barring Service Disclosure.**  **Signed Date** |  |  |  |  | | --- | --- | --- | | **B7 REFERENCES** | | | | **References will only be taken up for candidates shortlisted for interview. Candidates must give names and full details of**  **two referees (not relatives or people with whom you live). If you have been in employment, one referee must be your**  **present or most recent employer. If the employment was within a school, the reference must be written by the**  **Headteacher. We reserve the right to ask you for further referees or contact previous employers if necessary.** | | | | |  | | --- | | **A REFEREE DETAILS** | | **Name** | | **Position in organisation**  *(if applicable)* | | **Address** | | **Postcode** | | **Email** | | **Telephone Number** | | |  | | --- | | **B REFEREE DETAILS** | | **Name** | | **Position in organisation**  *(if applicable)* | | **Address** | | **Post code** | | **Email** | | **Telephone Number** | | | | **Name by which you were known to your referee(s) if different from now** | | | **References may be requested prior to interview, for those candidates shortlisted.** | | | Safer Recruitment in Education guidance advises that it is best practice to obtain references for shortlist candidates prior to interview.  **May we contact your present employer if you are shortlisted?** **Yes**   **No** | | | **If you have indicated NO above, please note that satisfactory references will be required, if you are the preferred candidate, after interview and before starting employment.** | | |  | | | |
| **B8 DECLARATION** | | |
| **I declare that the information I have provided is a complete and true statement.**  **I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then Northampton School for Girls shall be entitled to withdraw any offer of appointment or terminate any contract of employment.**  **I will not approach any Governor or employee of Northampton School for Girls in order to advance my appointment, as I understand this will disqualify me from consideration, other than if the advertisement invites me to contact a named individual.**  **I acknowledge that where this form is submitted electronically and without a signature, that electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of he declaration.**  **Signature Date**  **Print Name** | | |

**EQUALITIES MONITORING**

Northampton School for Girls is bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we are complying with relevant legislation, we request that you answer the following questions.

This information will **not** be used during the selection process. It will be used for monitoring purposes only.

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| **Equalities monitoring information** | | | | | | | | | | |
| **What is your date of birth?** | | **D** | **D** | **M** | | **M** | **Y** | **Y** | **Y** | **Y** |
|  |  |  | |  |  |  |  |  |
| **What gender are you?** | | Male  Female  Other  Prefer not to say | | | | | | | | |
| **How would you describe your ethnic origin?** | | | | | | | | | | |
| **White**  British  Irish  Gypsy or Irish Traveller  Any other White background  **Asian or British Asian**  Bangladeshi  Indian  Pakistani  Chinese | **Black or Black British**  African  Caribbean  Any other Black background  **Mixed**  White and Asian  White and Black African  White and Black Caribbean  Any other mixed background | | | | **Other Ethnic groups**  Arab  Any other ethnic group  Prefer not to say | | | | | |
| **What is your religion or belief?** | | | | | | | | | | |
| Agnostic  Atheist  Buddhist  Christian  Hindu | Jain  Jewish  Muslim  No religion | | | | Other  Pagan  Sikh  Prefer not to say | | | | | |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | | | | | | | | | | |
| Yes  No  Prefer not to say | | | | | | | | | | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.** | | | | | | | | | | |
| Physical impairment  Sensory impairment  Learning disability/difficulty  Long-standing illness  Mental health condition  Developmental condition  Other | | | | | | | | | | |
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| Please could you confirm where you first saw this vacancy advertised? | | | | | | | | | | |