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|  | | | | **OVERTON GRANGE SCHOOL**  Stanley Road, Sutton, Surrey, SM2 6TQ  Tel 020 8239 2383  Email: office@overtongrange.sutton.sch.uk  **TEACHER APPLICATION FORM** | | | | | | | | | | | | | | | | | | | |
| **Application for the Position of :** | | | | | | | | | | | | | | | | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | | | | | | |
| Surname | | | | | | | | | Forename(s) | | | | | | | | | | | | | | |
| Previous Surnames | | | | | | | | | | | | | Mr/Mrs/Miss/Ms/Dr | | | | | | | | | | |
| Present Address  POST CODE : | | | | | | | | Home Tel No | | | | | | | | | | | | | | | |
| Day Tel No | | | | | | | | | | | | | | | |
| Mobile Tel No | | | | | | | | | | | | | | | |
| Email Address | | | | | | | | | | | | | | | |
| DfE Reference No | | | | | | | | | | | | | | | |
| National Insurance No | | | | | | | | | | | | | | | |
| For non-EU nationals: Do you hold a valid Work Permit? | | | | | | | | | | | | | | | |
| **EDUCATION AND TRAINING** (Original copies of qualifications will be required at interview/prior to appointment) | | | | | | | | | | | | | | | | | | | | | | | |
| Secondary School/ College / Higher Education | | | Dates | | | | | Examinations taken or to be taken. Subjects | | | | | | | | | | Grades Attained | | | Year taken/to be taken | | |
| From | | To | | |
|  | | |  | |  | | |  | | | | | | | | | |  | | |  | | |
| **DETAILS OF ANY OTHER SPECIALISED TRAINING, KNOWLEDGE OR EXPERIENCE** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **PRESENT OR MOST RECENT APPOINTMENT AS A TEACHER (Student Teachers seeking a first appointment should give details of school experience placements).** | | | | | | | | | | | | | | | | | | | | | | | |
| Name of School | | | | | | | Position Held | | | | | | | | | | | | | | | | |
| Type of School  (Comprehensive,  Selective, etc.) |  | | | | | | Date Appointed | | | | D | D | | | M | | M | | Y | Y | | Y | Y |
| Present Salary (per annum)  £ | | | | | | | | | Spine Point : | | | | | | | |
| Age Range : |  | | | | | |
| Single Sex / Mixed : |  | | | | | | TLR (if applicable) | | | | | | | | | | | | | | | | |
| Number on Roll : |  | | | | | |
| Key Stage(s) taught | | | | | | | | | | | | | | | | | | | | | | | |
| Employing Authority: | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Leaving (if applicable) | | | | | | | | | | | | | | | | | | | | | | | |
| Reason(s) for Leaving (if applicable) | | | | | | | | | | | | | | | | | | | | | | | |
| Date available to commence this post, if successful: | | | | | | | | | | | | | | | | | | | | | | | |
| **PREVIOUS APPOINTMENTS**  Please list in chronological order, most recent first. If you have any breaks in employment give details of these periods and your activities during these times, eg unemployment, raising family, training, long periods of sickness etc. | | | | | | | | | | | | | | | | | | | | | | | |
| Name of School/Employer  Please indicate type of school (Comprehensive, Selective/Independent, etc) | | Position Held | | | | From | | | | To | | | | Reason(s) for Leaving | | | | | | | | | |
| **OTHER INTERESTS & ACTIVITIES – please continue on separate sheet if necessary** | | | | | | | | | | | | | | | | | | | | | | | |
| Details of all other employment and unpaid experience, in chronological order (for example family duties, voluntary work, etc), which you consider relevant to this post : | | | | | | | | | | | | | | | | | | | | | | | |

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| **STATEMENT OF SUITABILITY :**  Please explain how your ability, skills and knowledge match those required for the appointment. Give examples wherever possible in support of your application. **Continue on a separate sheet if necessary.** | | | | |
| **REFEREES** :  Please give the names and addresses of two people willing to confirm your suitability for the post. One of the referees must be your present or last Headteacher. If not, we reserve the right to request one. If you are in, or have recently completed, full-time education, one reference should be from your college or university**. References will be taken up if you are shortlisted and confirm your attendance at interview – before an offer of employment is made.** | | | | |
| Name | | Name | | |
| Address  Post Code | | Address  Post Code | | |
| Post Held : | | Post Held : | | |
| Tel No : | | Tel No : | | |
| Email : | | Email : | | |
| **Overton Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and individuals that work with our young people to share this commitment** | | | | |
| **PROTECTION OF CHILDREN**  The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Amendments) Order 1986. You are therefore required to declare any convictions or cautions you have even if they would otherwise be regarded as “spent” under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. The School is also entitled, under arrangements introduced for the protection of children, to run an enhanced DBS disclosure check for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in strict confidence.  The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision, the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.  Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.  Have you ever been convicted of a criminal offence?  Please answer YES or NO in the box  If YES, you are required to give details - Criminal Convictions or Cautions : | | | | |
| Date | Offence | | | Sentence |
|  |  | | |  |
| **DISCLOSURE OF RELATIONSHIP**  Are you related by marriage, blood or as a co-habitee to any member of School staff or the Governing Body? | | | | |
| **MONITORING INFORMATION FORM**  All applicants are requested to complete the Monitoring Information Form and return it with their application. | | | | |
| **APPLICANT’S DECLARATION**  All applicants must complete and sign the declaration which is part of their application. | | | | |
| **Please state where you saw the advertisement for the post :** | | | | |
| I declare that the information given on this form is correct to the best of my knowledge and belief.  I understand that any false statements on this form will justify dismissal from the School’s service. | | | | |
| Signature | | | Date | |
|  | | | **APPLICANT’S DECLARATION/**  **SELF DISCLOSURE** | |

**I certify that:**

* I have answered all questions on the application form fully and accurately, and I possess the qualifications I claim to hold. I will provide **originals** of these qualifications.
* I am not on the Disclosure and Barring Service (DBS) Children’s Barred List or disqualified from working with children.
* I have not been Prohibited from Teaching.
* I am not currently suspended from work or awaiting the outcome of a disciplinary enquiry.
* I have never been the subject of a formal disciplinary enquiry.
* I have never been dismissed from any previous employment? If yes, please provide details.

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* I am legally entitled to work in the UK. (Applicants will be asked to provide evidence of this).

**Confirmation of Declaration**

* I hereby give my consent for Overton Grange School to process and retain on file information (including Equal Opportunities data and health data) contained on this form. This is required for recruitment and selection purposes and all information will be treated as confidential and managed in accordance with GDPR legislation and guidance.
* I hereby give my permission for an enhanced DBS check to be carried out.
* I agree to inform the school within 24 hours if, following enhanced DBS clearance, I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

**I understand that:**

* The information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the school to other persons or organisations in circumstances where this is considered necessary to safeguard children.
* Any false statements on the application form will justify dismissal from Overton Grange School.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **OVERTON GRANGE SCHOOL** | **MONITORING INFORMATION** **FORM** |
| **Post Applied for :** | |
| **Surname** | **Forename** |

**EQUAL OPPORTUNITIES POLICY**

Overton Grange School is committed to ensuring an education, which provides equality of opportunity and freedom from discrimination. We seek to ensure that no student, member of staff or visitor to the school shall receive less favourable treatment on the grounds of ethnicity, race, gender, special educational needs, sexual orientation, belief, social class (linguistic, cultural and economic background), age or appearance. The School is also committed to ensuring equal access to employment and details from this form will allow us to identify any groups that are under-represented. The information you provide will only be used for this purpose. It will be treated in the strictest confidence and will be removed before shortlisting

**ETHNICITY**

Please indicate your ethnic origin from the list below.

|  |  |  |
| --- | --- | --- |
|  | | Please tick |
| **WHITE** | |  |
|  | British |  |
|  | Irish |  |
|  | Any other White background |  |
| **MIXED** | |  |
|  | White & Black Caribbean |  |
|  | White & Black African |  |
|  | White & Asian |  |
|  | Any other Mixed background |  |
| **ASIAN OR ASIAN BRITISH** | |  |
|  | Indian |  |
|  | Pakistani |  |
|  | Bangladeshi |  |
|  | Any other Asian background |  |
| **BLACK OR BLACK BRITISH** | |  |
|  | Caribbean |  |
|  | African |  |
|  | Any other Black background |  |
| **CHINESE** | Chinese |  |
| **ANY OTHER ETHNIC BACKGROUND** | |  |
| **I do not wish an ethnic background category to be recorded** | |  |

**DISABILITY (see guidance notes overleaf)**

Are you disabled? YES 🗆 NO 🗆 (please delete as applicable)

If yes, what access arrangements, adjustments or adaptations would help you to do this job?

If you are asked to attend for interview, are there any access arrangements, adjustments or adaptations you

would like us to provide?

**GUIDANCE TO JOB APPLICANTS ON DISABILITY**

Do you think that you have a physical, sensory or mental impairment or condition, which seriously affects your day to day life and is long-term (ie lasting, or likely to last, one year or longer)?

* This may be something for which you are taking medication, or
* It could be a previous long-term condition, from which you have now full recovered.

**Here are some examples to help you decide if you have a long-term impairment or condition, which seriously affects your day-to-day life.**

* **Hearing or visual impairment**

Not including general short or long-sightedness

* **Co-ordination, dexterity or mobility**

eg: polio, spinal cord injury, back problems, repetitive strain injury

* **Mental Health**

eg: depression, sever phobias, schizophrenia

* **Speech impairment**

eg: stammering

* **Learning disabilities**

eg: dyslexia

* **Other physical or medical conditions**

eg: arthritis, asthma, cardiovascular conditions, cancer, diabetes, dyslexia, epilepsy, facial disfigurement, heart disease, haemophilia, HIV

**Why do we need to know about this?**

We have made a commitment in our equality and diversity policy to respect every individual employee, which means treating them with dignity. We cannot check how successful we are in meeting this commitment without access to specific information about our employees.

**Why is it important for me to declare this?**

We want to ensure that all our employees are able to work in an environment where they feel comfortable and free from any potential prejudice or stigmatisation.

**What do I do now?**

We would like you to voluntarily self-declare if you consider yourself to have, or have had, an impairment or condition.

**Where will this information be held?**

This information will be entered onto your personal record and the information will have restricted confidential access to designated staff in accordance with GDPR regulations.

**GENDER**

Which of the following best describes your gender?

Male 🗆

Female 🗆

In another way\* 🗆

Prefer not to say 🗆

\*If you describe your gender with another term please provide this here if you wish

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