 

LORDSWOOD BOYS’ SCHOOL

**Hagley Road, Birmingham, B17 8BJ**

**Head of School: Mr Lee Williams**

**Tel No. 0121 464 2837 Fax. No. 0121 464 2746**

# APPLICATION FORM

Lordswood Boys' School is committed to equal opportunities in employment and we positively welcome applications irrespective of gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age.

**ALL CANDIDATES MUST COMPLETE THIS APPLICATION FORM. IT IS A SIMPLE WORD DOCUMENT. SIMPLY EDIT AND SAVE BEFORE SENDING. WE CANNOT ACCEPT THE GENERIC APPLICATION FORMS FROM OTHER SOURCES.**

**Position Applied For:**

Name:

Current position:

Current school/employer:

Current salary (eg Scale point + TLR):

Current salary (monetary amount): £

Salary required/expected if successful (leave this section blank if you do not have a fixed view on this):

## Personal details

Previous surname: (if applicable)

Preferred title (if any, e.g. (Mr, Mrs, Ms):

Telephone:

Mobile:

Email address:

Address:

Post code:

National Insurance Number:

Teacher Number:

Continuous start date (Applicable if you work in education):

Do you require a work permit: Yes/No (circle one)

Do you have QTS, including skills tests if qualified post 2004?: Yes/No (circle one)

Are you related to any employee of the school, the Trust or Governor of the school?

If yes, please provide details:

Name: ­­­­­­­­

Position:

Relationship to you:

Are you in receipt of a Teachers’ Pension? Yes/No (circle one)

If yes, from what date did it take effect and what type of pension are you receiving?

Have you ever been dismissed from a school for misconduct? Yes/No (circle one)

Please attach full details of school, the date and the reason for the dismissal in a sealed envelope marked 'Private and Confidential' and return with your application.

Provision of false information is likely to result in an application being rejected or dismissal.

Did you qualify as a teacher after May 1999?: Yes/No (circle one)

If yes, where was the induction served?

Between what dates did you serve your induction?

Did you pass the induction?

Do you have any period left to serve on your induction? Yes/No (circle one)

If yes, how much longer have you got to serve:

Please attach copies of your induction reports for the period served.

Have you passed the numeracy and literacy Skills Test (NQTs only)?: Yes/No (circle one)

**Education and Qualifications**

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| Please list the name and address(es) of Secondary School/Colleges attended and dates:

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| --- | --- |
| **Name/Address Secondary School/College** | **Dates Attended** |
|  |  |
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GCSE level qualifications (or equivalent):

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| --- | --- | --- |
| **Examinations taken****or to be taken** | **Results and grades** | **Date gained** |
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Advanced level qualification (if applicable):

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| **Examinations taken****or to be taken** | **Results and grades** | **Date gained** |
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University attended (if applicable):

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| --- | --- |
| **University** | **Dates Attended** |
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| --- | --- | --- |
| **Examinations taken****or to be taken** | **Results and grades** | **Date gained** |
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**Arrangements for interview:**

If you have a disability, are there any arrangements which we can make for you if you are called for an interview: Yes/No (circle one)

If yes, please specify:

**Other details**

Please indicate membership of any organisation(s) relevant to this job. You may wish to include any relevant CPD or other training:

**Past Employment & Experience**

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| Please provide in sequence, with the most recent first, details of any full, part-time, casual or voluntary employment you have had. Simply Insert additional rows using the Word Toolbar, if required:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Date** | **End Date** | **Employers name and address** | **Post held** | **Responsibilities (optional)** |
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**Additional Information**

We invite you to submit 2 sides of A4 (maximum) in support of your application, in which you should address your suitability for this role, your experiences, past outcomes you take ownership for and personal interests outside of the working environment.

For first time Headship applications only:

NPQH Award: Yes/No (circle one)

Date awarded:

Accepted onto NPQH programme: Yes/No (circle one)

(Please attach letter of acceptance from NCSL)

**References**

Please give details of two references, one of which must be from your current employer.

**Referee 1:**

Name:

Address:

Post Code:

Tel No:

Email:

Relationship to you:

**Referee 2:**

Name:

Address:

Post Code:

Tel No:

Email:

Relationship to you:

May we ask for references prior to interview?

**Disclosure**

### Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

#### IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS INSCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

The **Rehabilitation of Offenders Act 1974** (exceptions) order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions including cautions, for any offence (not just those involving children) which for other purposes are ‘spent’ under the provisions of the Act. You should disclose in this section any previous convictions.

Failure to disclose any previous convictions could result on dismissal should it be subsequently discovered. Any information that is provided, either when returning this application form or at interview, will be entirely confidential and will be considered only in relation to this application.

Some specific spent convictions and cautions are now 'protected' and need not be disclosed. Guidance can be found on the (DBS) website. Go to [www.gov.uk](http://www.gov.uk/) and search for “*criminal record filtering rules*”.

Police checks from Spring 2014 will be replaced by enhanced arrangements through the Data Barring Service (DBS).

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| --- | --- | --- | --- |
| **Date** | **Type of Offence** | **Sentence/Fine****Imposed** | **Comments** |
|  |  |  |  |
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**Data Protection Act 1998 - Consent and Certification of Details**

The information detailed in this application form may be used by the school in the monitoring and progression of its employment policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following parties:

* Survey and research organisations (for monitoring purposes only).
* Local Government Authorities.
* Central Government Authorities.
* Organisations that handle or investigate the proper use of public funds.
* Law Enforcement Authorities

Applications forms of unsuccessful candidates will be destroyed after twelve months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.

|  |  |
| --- | --- |
| **Please note a Data Barring Service (DBS) check will be required before appointment to the post.** If you are registered with the DBS Update Service please tick the relevantBox :  **Yes**

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I, (print name) ………………………………………………………………. consent to the school recording and processing information detailed in this application form.

I understand that this information may be used by the school in pursuance of its business purposed and my consent is conditional upon the school complying with their obligations under the Data Protection Act 1998.

I also confirm that the information contained in this application form is correct.

Signature:

Date:

**Equal Opportunities Monitoring (Confidential)**

We wish to continuously monitor in the strictest confidence the progress of our Equal Opportunities Policy and is recommended by the Commission for Racial Equality. Please help us by giving the fullest possible answers to the questions below.

**Ethnic Origin**

Please tick the box you consider best describes your ethnic origin:

**A White**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| British  |  |  Albanian/ Kosovan |  |  Roma |  |  Irish |  |  Bosnian |  |

Any other White background: ………………………………………………………..

**B Mixed**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| White & BlackCarribean  |   |  White &  Asian |  |  White &  Black Africa  |  |  |  Asian &  Black |  |

Any other Mixed background: ………………………………………………………..

**C Asian or Asian British**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Indian  |  |  Kashmiri |  |  Pakistani  |  |  Bangladesh  |  |   |

Any other Asian background: ………………………………………………………..

**D Black or Black British**

|  |  |  |  |
| --- | --- | --- | --- |
| Caribbean  |  |  African |  |

Any other Black background: ………………………………………………………..

**E Chinese or other ethnic group**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Chinese |  |  Arab |  |  Afghan |  |  Kurdish  |  |  Vietnamese |  |

Any other background……………………………………………………………….

**Gender**

|  |  |  |  |
| --- | --- | --- | --- |
| Male |  |  Female |  |

**Date of birth** …………… **Age** …

**Disability**

The Disability Discrimination Act 1995 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.

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| --- | --- | --- | --- | --- |
| **Do you have a disability as defined above?** **Yes** |

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 **No**  |

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**If all of the above does not apply to you, however you consider yourself to have a disability, please tick here**

**Employment Status**

|  |  |  |  |  |  |  |  |
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| **Are you currently employed by the School?** **Yes**  |

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 **No**  |

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If yes, please state if you are employed on a temporary, casual or permanent basis:

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| **Are you currently unemployed?**  **Yes**  |

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 **No**  |

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Please return completed forms to:

r.kang@lordswoodboys.co.uk