Please complete the application form and recruitment monitoring form and return by post or email to the address shown on the job advert.

If you have any queries please contact us using the details are provided on the job advert.

**Job Application form for the post of Teacher**

**CONFIDENTIAL**

**See page 5 for guidance on completing this form**

|  |
| --- |
| **Please complete this section from information on the job advert.** |
| **Job title**       | **Grade**       | **Closing date**       |
|

**1. Guaranteed interview for people with disabilities who meet essential criteria**

|  |  |
| --- | --- |
| **Do you consider yourself to be a disabled person?** | Yes [ ]  No [ ]  |
| **If yes, do you require any support or adjustments to enable you to take part in the selection process for this job?** Yes [ ]  No [ ]  |
| **If yes, give details**       |

**2. Personal details**

|  |  |
| --- | --- |
| Initial and surname           Title Mr [ ]  Mrs [ ]  Ms [ ]  Miss [ ]  Other     Address       | **Home telephone number**      **Work telephone number**      **Mobile number**      **Email**       |
| Postcode       |  |
| **National Insurance number** |       |
| **Have you successfully completed a period of induction as a qualified teacher in this country where the DfE required this?** | Yes [ ]  No [ ]  |
| **If yes, please give date of completion** |       |
| **Date of recognition as a Qualified Teacher** |       |
| **QTS certificate number (if available)** |       |
| **Are you subject to any conditions or prohibitions placed on you by the GTC (or another GTC in the UK)?** | Yes [ ]  No [ ]  |
| **Main teaching subjects** |      |
| **Subsidiary subjects** |       |
| **Age range for which trained** |       |

**3. Education/training/qualifications (to be verified at interview)**

|  |  |  |  |
| --- | --- | --- | --- |
| **School/college/ university/placement** | **Dates** | **Courses taken/qualifications** | **Date acquired** |
|  | **From** | **To** |  |  |
|       |       |       |       |       |
| Continue on a separate sheet if necessary. |

**4. Present post**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School and age range** | **Approx no. on roll** | **LEA** | **Post** | **From****M/Y** | **To****M/Y** | **Scale/****resp.****point** |
|       |       |       |       |   /     |   /     |       |
|  |  |  |  |  |  | **Salary**      |

**5. Previous teaching posts in chronological order – most recent first**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School and age range** | **Approx no. on roll** | **LEA** | **Post** | **From****M/Y** | **To****M/Y** | **Scale/****resp.****point** |
|       |       |       |       |       |       |       |

**6. Other employment/experience (Details, with dates, of other occupations and relevant experience)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of employer** | **Job title** | **FromM/Y** | **ToM/Y** |
|       |       |       |       |
| Continue on a separate sheet if necessary. |

**7. Relevant courses attended during the last three years**

|  |
| --- |
|       |
| Continue on a separate sheet if necessary. |

**8. Further information in support of your application**

|  |
| --- |
| **Please address on a separate sheet the specific issues, questions or tasks outlined in the application pack.** |

**9. Job Share**

|  |
| --- |
| **Are you applying as a job sharer?**Yes [ ]  No [ ]  |

**10. Pension**

|  |
| --- |
| **Are you in receipt of an occupational pension?**Yes [ ]  No [ ]  |

**11. Other information**

|  |
| --- |
| **Are you related to any member of the governing body/school?** Yes [ ]  No [ ] If yes, please state who       |

Please note: Canvassing of employees or stakeholders of Highfields School directly or indirectly in connection with this post will disqualify your application.

**12. Eligibility for employment**

|  |
| --- |
| **Are you barred from obtaining relevant employment\* under the Teachers’ Regulations by being in receipt of ill health benefits from the Teachers’ Pension Scheme on or after 1 April 1997?**Yes [ ]  No [ ] If your response is ‘yes’, you are advised that the Academy is unable to consider your application further.\*Relevant employment covers all unsupervised contact with young persons up to the age of 18. |

**13. Disclosure of criminal and child protection matters**

The governors are obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

**14. Rehabilitation of Offenders Act 1974**

|  |
| --- |
| If you have no convictions, simply enter ‘nil’. If you have been convicted of a criminal offence, the details must be listed below together with any pending criminal convictions. Please also list any pending actions of court hearings against you.      |

**15. Disclosure and Barring Service**

In the event of a successful application an enhanced Disclosure will be sought from the Disclosure and Barring Service in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

**16. Asylum and Immigration Act 1996**

In accordance with the Asylum and Immigration Act 1996, if short-listed you will be required to provide documentary evidence that you are legally entitled to live and work in the United Kingdom. You must therefore provide at the interview original copies of the official documents listed in the Preventing Illegal Working – Home Office Regulations May 2004 A Guide for Candidates.

|  |
| --- |
| **Do you require a work permit to work in the UK?**Yes [ ]  No [ ]  |

**17. References**

|  |  |
| --- | --- |
| **(i) Present/most recent employer** | **(ii) Previous employer**If no employment history, use teacher or similar. |
| **Name**      **Job title**      **Address**  | **Name**      **Job title**      **Address**  |
| **Postcode**      **Telephone number**      **Email address**      **Status/relationship to you**       | **Postcode**      **Telephone number**      **Email address**      **Status/relationship to you**       |
| Please tick this box if you would prefer us **not** to contact this referee prior to interview [ ]  | Please tick this box if you would prefer us **not** to contact this referee prior to interview [ ]  |
| We reserve the right to take up references with any previous employer. |
| Notes:(i) Referees will be contacted before interviews unless otherwise requested(ii) If any of your referees knew you by any other name, please write the name in the space below       |

**18. Declaration**

If it is found that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then you name will be withdrawn from the list of candidates. If such a discovery is made after you have been appointed then you will be liable to be dismissed.

|  |
| --- |
| **Complete this section only if completing the form by hand.**(If completing the form electronically you will be asked to sign the form if selected for interview.)I hereby certify that all the information given by me on this form is correct to the best my knowledge, that all questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.**Signature Date**  |

|  |
| --- |
| **Completing your application form*** Complete the application form (use black ink if completing the form by hand). Alternative formats, such as CVs or taped applications, are acceptable if you have a disability which prevents you from completing the standard application form.
* The recruitment monitoring must be completed in full.
* Add your initial and surname to any additional sheets and clip them to your application form.
* Return your completed application form and recruitment monitoring form by email or post to the address shown on the job advert by the stated closing date.

Tips for completing section 8 – Experience* The decision to select you for interview will be based on how closely you meet the **essential criteria** shown on the personnel specification. Use this as a guide to what skills and experience you need to have. These may have been gained from: paid work; voluntary or leisure activities; work in the home; training and education. If you feel you meet any of the **desirable criteria**, highlight these too.
* You might find it helpful to do a rough draft first.
* Try to organise your answer into clear, concise points to demonstrate that you have the skills we are looking for.
* Accurate spelling, punctuation and grammar help to make a good impression.
* Highlight your transferable skills. The tasks that you have performed in the past may not be exactly the same as those in the job for which you are applying, but the skills you use to carry out the tasks are likely to be the same.

Recruitment monitoring formThe information you provide on the recruitment monitoring form is **confidential** and will **not be seen** by the selection panel or play any part in the selection decision. It will be used as part of aggregated statistics for monitoring purposes **only**, in order to measure the effectiveness of the School's equal opportunities and recruitment policies.We look forward to receiving your application. |
| Rehabilitation of Offenders Act 1974Certain posts, particularly those that involve working with children or other vulnerable groups, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001.If the post for which you are applying requires such a disclosure this will be indicated on the supporting information that you have received with this form. Any disclosure will be required only if you are selected as the most suitable applicant for the post. The school also reserves the right to contact previous employers of the successful candidate prior to appointment to confirm employment history.Data Protection Act 1998Highfields School will use the information provided on this form to process your job application. Information will remain confidential and is protected by the provisions of the Data Protection Act 1998. The Act gives you the right to see a copy of the information held about you on application to the school's Data Protection Adviser.Highfields School may contact you in the near future for the purpose of completing a questionnaire with a view to improving the recruitment process. Please mark the following box if you do not agree to your data being used for this purpose: [ ] The school's Data Protection Adviser can be contacted on (01902) 556530 or via e-mail at enquiries@hswv.co.uk. Further information relating to the Data Protection Act 1998 can be found on the Data Protection Commissioner's website at www.informationcommissioner.gov.uk |

|  |
| --- |
| **Recruitment monitoring form**This section forms an integral part of the application form and must be completed in full and accurately.**This form is confidential and will not be seen by the selection panel.** The information provided on this tear-off slip will be used by the school only to monitor the effectiveness of its equal opportunities and recruitment policies, and will be used only as part of aggregated statistics.Please complete the following boxes as appropriate (use black pen if completing the form by hand). |
| **Sex** | **Disability** Do you consider yourself to be a disabled person? |
| Female [ ]  | Male [ ]  |  |  |
|  | Yes [ ]  | No [ ]  |  |
| **Ethnic group**To which ethnic group would you say you belong?Mark **one** box only please.**White**British [ ] Irish [ ] Any other White background [ ] **Mixed**White and Black Caribbean [ ] White and Black African [ ] White and 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 or Other ethnic group**Chinese [ ] Any other ethnic group [ ]  | **Age** |
|  | Please indicate the band in which your age falls. |
|  | Under 25 | [ ]  |
|  | 25–34 | [ ]  |
|  | 35–49 | [ ]  |
|  | 50–65 | [ ]  |
|  | Over 65 | [ ]  |
|  | **Postcode** |
|  |   |   |   |   |   |   |   |   |  |
|  | **Vacancy** (mark only one) |
|  | I became aware of this vacancy through:  |
|  | eteach | [ ]  |
|  | Express & Star | [ ]  |
|  | Times Educational Supplement | [ ]  |
|  | WM Jobs | [ ]  |
|  | Website (School) | [ ]  |
|  | Website (Council) | [ ]  |
|  | Website (Other)\* | [ ]  |
|  |  |  |
|  | \* Please specify publication / website:      |
|  |  |  |
|  |  |  |
|  |  |  |
| **For office use only**Shortlisted Appointed |  |