

# APPLICATION FOR TEACHING APPOINTMENT



PLEASE USE TYPE OR BLACK INK / WRITE IN CAPITALS

1. Application for the post of  (as advertised)  
At; School or Establishment

2. Surname  First Name   
Title  All Previous last names   
Address   
Post Code   
Home Phone Numbers  Daytime Number   
Mobile Number  Email Address

3. **Present Appointment** Local Education Authority   
School/College  Number on Roll   
Post held (specify any additional allowances)   
Date appointed   
Subjects, age groups taught and other responsibilities   
Notice required and/or date available if appointed   
Gross Salary  Threshold Payment Yes  No

## 4. Confidential References (Please ensure referees know this is being requested)

Names, addresses and status of two referees (one of whom if employed must be your present manager e.g. your head teacher). References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns.

(1) Present Employer  
Name  
Address  
  
Tel No (inc. STD Code)  
Fax No  
Email Address  
Occupation

(2) Second Referee  
Name  
Address  
  
Tel No (inc. STD Code)  
Fax No  
Email Address  
Occupation

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**5. Employment History** A continuous employment history is required from when you left full time education, including if part time appointment please state. Please do not substitute this section with a separate curriculum vitae.

**Teaching (Most recent employment first)**

Education Authority School/College	Number on Roll	Status of post, Subjects Taught, Age Range	Reason for leave/gap in employment	From	To

**6. Education and Qualifications** (If part time study, state and give details throughout). N.B details of courses studied and not completed successfully must also be given.

**(a) Secondary / Further Education**

Name of School/College	Dates		Subjects and Qualifications	Grade and date awarded	
	From	To			

**(b) Higher Education and Courses leading to other relevant qualifications** Such as those leading to qualified status or graduate status and to membership of professional institutions.

Higher Education: Establishments Attended	Dates		Qualifications obtained and date of award	Subjects	
	From	To		Main	Subsidiary

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Please give any dates on which you will not be available for interview:

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7. You are invited to set out below further information in support of you application. You should ensure that you address all aspect of the job description and person specification. (Please limit your statement to two pages).

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A large, empty rectangular box with a thin black border, intended for the applicant to provide details for their teaching appointment application.

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## 8. Additional Information

National Insurance Number

Teacher Reference Number

Qualified Teacher Status?

Yes

No

Date

Statutory Induction Year completed?

Yes

No

Date

Would you require sponsorship? (Previously a work Permit) for this post?

Yes

No

Date

## 9. Rehabilitation of Offenders Act 1974 (exceptions) order 1975

This post is covered by the rehabilitation of Offenders Act 1974 (exceptions) order 1975 because it is a post which involves working directly with young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind overs) including those which are “spent”. The amendments to the Exceptions order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on filtering cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Please complete the following questions, taking into account the DBS filtering guidance.

1. Do you have any convictions, cautions, reprimands or final warnings that are not “protected” defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

Yes

No

If yes, please give details including dates, on a separate sheet, place in a sealed envelope marked for the attention of the chair of shortlisting panel and enclose it with this form.

2. Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the National College of Teaching and Leadership (NCTL)?

Yes

No

If yes, please give details including dates, on a separate sheet, place in a sealed envelope marked for the attention of the chair of shortlisting panel and enclose it with this form.

## PLEASE NOTE:

- If your application is successful, prior to taking up your post, you will be required to undergo a Formal Disclosure process through the Disclosure and Barring Service (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.**
- With effect from 17<sup>th</sup> June 2013, criminal records certificates will only be issued directly to the applicant. Your School will request that you show them your certificate and will record the Disclosure Number and issue date and retain this on your personnel file and on its computerised personnel record system in accordance with the General Data Protection Regulations. Schools do abide by the DBS Code of Practise which does not allow for the Photo copying and retention of the full DBS Disclosure Certificate.

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**10.** Please state whether to the best of your knowledge, you are related to a County Councillor, Senior Member of the Hampshire Children's Services Department, or a Governor or Senior employee of the School which you have applied. **YES/NO.**

If YES, please state the nature of relationship and the name of the County Councillor, Senior Member or Hampshire Children's Services Department, Governor or Senior employee of the school.

**11.** I understand that if I am appointed, personal information about me will be computerised for personnel / employee administration purposes in accordance with the General Data Protection Regulations. This may include analysis for management purposes and statutory returns.

I hereby confirm that the information I have given above is true.

Where applicable, I will be subject to the regulations on political restrictions as defined in Local Government and Housing Act 1989.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any omission of material fact, this may be reported to the police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

More detailed information about the School's handling of your personal data can be found in its privacy notice available on the school website or available on request. Additionally, Southampton City Council's Privacy Policy can be found on line at (<http://www.southampton.gov.uk/privacy>)

Signature Candidate

Date