

**Edwinstree Middle School**

**A Voluntary Controlled Church of England School**

**Job Application Form for Teaching Staff**

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| **Post Applied for:** |

Please ensure you complete all sections of the application. Please note that providing false information will result in the application being rejected, a withdrawal of any offer of employment, or a summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. For all dates please include month and year.

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **Surname:** | **Title:** | |
| **First Name(s):** | **Any former names:** | |
| **Address:** | **Telephone - Mobile:** | |
| **Telephone - Other:** | |
| **Email Address:** | |
| **Date of Birth:** | |
| **Teacher Reference Number:** | **Will you be joining us as an NQT?** | |
| **Where did you see this post advertised?** | | **NI Number:** |

**CURRENT EMPLOYMENT** If you are not currently employed as a teacher please give details as appropriate

|  |  |
| --- | --- |
| **Name of Establishment:** | **Email Address:** |
| **Date started:** | **Telephone:** |
| **Type of school:** | **Post held:** |
| **Address:** | **Current salary and salary scale:** |
| **TLR (if applicable):** |
| **Date available to start at Edwinstree:** |
|  |
| **Reason for leaving:** | |

**PREVIOUS EMPLOYMENT DETAILS** List in chronological order

**a) In Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer and Establishment** | **Position held**  **and Pay Scale** | **Type of School**  **Key Stage** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |  |

**b) Outside Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Post** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |

**HIGHER EDUCATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Establishment** | **From** | **To** | **Full/**  **Part-time** | **Subject** | **Qualification** | **Class & Division** | **Date Awarded** |
|  |  |  |  |  |  |  |  |

**SECONDARY SCHOOL EDUCATION**

|  |  |  |
| --- | --- | --- |
| **Establishment(s)** | **From** | **To** |
|  |  |  |

**EXAMINATION RESULTS**  (please give details of GSCEs and ‘A’ Levels, or equivalent).

|  |  |  |
| --- | --- | --- |
| **Subject** | **Date** | **Results/Grade** |
|  |  |  |

**OTHER QUALIFICATIONS OBTAINED**

|  |  |  |
| --- | --- | --- |
| **Course and Organising Body** | **Date** | **Qualification** |
|  |  |  |

**PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18** (Please give details)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **From** | | **To** | |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |

**PERSON SPECIFICATION**

* How well can you do the role you are applying for? (use our role profile to support your response)
* Remember to include examples which can come from your daily life as well as work responsibilities

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| **YOUR SKILLS AND KNOWLEDGE** |
|  |
| **YOUR EXPERIENCE AND PERSONALITY** |
|  |

**LEISURE INTERESTS**

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**REFERENCES**

Please give the names, addresses and status of two referees who may be approached now.

If you are currently employed as a teacher, one referee **must** be your present Head Teacher.

**References from friends or relatives are not acceptable.**

|  |  |
| --- | --- |
| **Title and Name:** | **Job Title:** |
| **Address:** | **Telephone:** |
| **Email:** |
| **Relationship to applicant:** |

|  |  |
| --- | --- |
| **Title and Name:** | **Job Title:** |
| **Address:** | **Telephone:** |
| **Email:** |
| **Relationship to applicant:** |

**PENSIONS** If you are not currently employed in a maintained school in Hertfordshire you must supply additional information concerning your pension:

|  |  |
| --- | --- |
| Are you currently in receipt of a pension from Teachers’ Pensions? | Yes/No |
| Have you elected to OPT-OUT of the Teachers’ Superannuation Scheme? | Yes/No  If Yes, please provide date |
| Have you elected to participate in the Part-Time Teachers’ Superannuation  Scheme? | Yes/No  If Yes, please provide date |
| Have you elected to pay additional Superannuation Contributions  through the Teachers’ Scheme?: | Yes/No  If Yes, please provide date and further detail |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Have you ever been subject to a safeguarding investigation by your employer or the General Teaching Council or Independent Safeguarding Authority?** | |  |  |  | | --- | --- | --- | | **Yes** |  | **No** | |  |  |  |   If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Safeguarding’ and enclose it with your application. |
| **Are you subject to any legal restrictions in respect of your employment in the UK?** | |  |  |  | | --- | --- | --- | | **Yes** |  | **No** | |  |  |  |   If YES please provide details separately |
| **Do you require a work permit?** | |  |  |  | | --- | --- | --- | | **Yes** |  | **No** | |  |  |  |   If YES please provide details separately |
| **Are you related to or have a close personal relationship with any pupil, employee, or governor?** | |  |  |  | | --- | --- | --- | | **Yes** |  | **No** | |  |  |  |   If Yes please specify |
| **Are you a relative or partner of any employee or governor of the School?** | |  |  |  | | --- | --- | --- | | **Yes** |  | **No** | |  |  |  |   If Yes please specify |

**DISCLOSURE OF CRIMINAL CONVICTIONS**

The school is required to give you the opportunity to voluntarily declare all cautions, bind-overs, pending prosecutions, spent and unspent convictions. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs?

|  |  |  |
| --- | --- | --- |
| **Yes** |  | **No** |
|  |  |  |

Please indicate in the relevant box:

*If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application.*

In accordance with statutory requirements, if appointed you will be required to complete a disclosure application that will be sent to the Disclosure & Barring Service (DBS).

The DBS now offers an update service which keeps DBS certificates up to date and allows employers to make an online check, with an applicant’s consent. This applies where the type and level of check are identical and in the same workforce.

|  |  |  |
| --- | --- | --- |
| **Yes** |  | **No** |
|  |  |  |

Please confirm if you currently subscribe to this service:

**DATA PROTECTION**

Your data 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

**When completed, this form should be returned by email or post**

**Mrs S Petty (PA to Headteacher: Mrs J Gant)**

[s.petty@edwinstree.herts.sch.uk](mailto:s.petty@edwinstree.herts.sch.uk)

**Edwinstree Middle School**

**Norfolk Road**

**Buntingford**

**Hertfordshire**

**SG9 9AW**

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| --- | --- |
| **DECLARATION**  I certify that the information given above and overleaf is correct to the best of my knowledge.  I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.  I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act.  I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. | |
| **Signature:** | **Date:** |