

Teacher Application Form

(Part 1 of 2 Applicant Pack)

Post Applied for	
Closing Date	
Where did you see this job advertised?	

Please return this form to: Altwood Church of England School, Altwood Road, Maidenhead, Berkshire, SL6 4PU. The school does not accept cv's alone, they will only be considered as part of the additional information on a fully completed application form.

Personal Details			
Last Name		First Name	
Previous Last Names(s)		Title (e.g. Mr.Miss,Mrs,Ms)	
National Insurance Number		Tel Nos. Home	
		Work (if convenient)	
		Mobile	
Home Address including post code			
Email address			
Please complete your DFES / GTC Number			

(Please delete Yes/No as appropriate)

Do you hold a valid driving licence?	Yes	No
Do you own a car?	Yes	No
Do you have a car available for business use?	Yes	No
Are you related to any member, Senior Officer or Governor of the school?	Yes	No

The School has a duty to protect funds. If you are appointed, we may match or share the information you provide on this form, with information kept by other parts of the School and with other organisations who use public funds, in order to detect and prevent fraud.

Qualifications

Do you have QTS?	Yes	No
Are you a NQT?	Yes	No
Do you hold an NPQH?	Yes	No
Are you unqualified?	Yes	No
Are you an OTT(Overseas Trained Teacher?)	Yes	No

Degrees, diplomas, post graduate qualifications, teaching qualifications stating subjects, grades & class of degree	Name of Institution	Date Awarded

GTP	Name of Institution/Designated Registered body	Dates
List any inset courses/training attended		Dates

Current or most recent employment details

Name of Employer/LEA/School	
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Address		
Telephone number		
Present post/Job title		
Date of appointment		
Date of leaving (if applicable)		
Date available		
Reason for leaving		
Specialist Subjects (if applicable)		
Age range / Key stage		
Group Size		
Please highlight below the student population		
Boys school	Girls school	Mixed school

Current Salary details

Current / final salary	
Unqualified Spine point	
Qualified Teacher Spine point	
Advanced Skills Teacher Spine point	
Allowances	
Teacher Learning responsibility awards (please state amount and level)	
Recruitment and Retention awards (Please state award type and level)	
Mark time safeguarding payment (please state amount)	

Special Needs 1

Special Needs 2 Please tick

Please write a brief description of duties and responsibilities

Other teaching experience

Employer/LEA	Name address and type of school (state if independent comprehensive, grant maintained)	Age group(s) taught	Job title	From D/M/Y	To D/M/Y	Reason for leaving

Employment experience other than teaching

Dates (Day/Month/Year)		Job Title and brief summary of duties and responsibilities	Salary
From	To		
Employer & Address			
From	To		
Employer & Address			
To	From		
Employer & address			

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Please continue on a separate sheet if necessary

Voluntary or unpaid work undertaken (if any)

(this may not be connected with the post applied for , but may still be relevant)

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Supplementary information in support of your application

Describe how you consider your knowledge, skills and experience as relevant to the post for which you are applying and those factors which make you a particularly suitable candidate. Please provide examples

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Please continue on a separate sheet if necessary

Professional qualifications, memberships and training

Please give details including dates obtained. You will be asked to produce any relevant certificates

References

Please give two referees to whom confidential enquiries will be made. One must be your present or most recent employer.
NB. Referees must not be members of your family, or spouse/partner

Name		Name	
Address		Address	

Tel No		Tel No	
Email		Email	
Capacity in which known (e.g. employer/line Manager)		Capacity in which known (e.g. employer/line Manager)	

The School may wish to make further enquiries of previous employers, in addition to the two referees given. For some vacancies the selection process may involve a pre-interview establishment visit and briefing. The School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm

Rehabilitation of Offenders Act 1974 and Disclosure and Barring Service Please note the following information:

REHABILITATION OF OFFENDERS ACT 1974

You are advised that you are not entitled to withhold information about convictions which are regarded as 'spent' under the above act. This is because the nature of the work involved renders this post exempt from Section 4(2) of the Act in accordance with the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. **Please complete the attached Disclosure of Criminal Background Form**

You are therefore required to give full details of all convictions and cautions or prosecutions pending, including any 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with the School

Have you ever been convicted of a criminal offence, cautioned or have any prosecutions pending? Yes No

If YES, please give details below of all convictions and cautions, including 'spent' convictions and cautions or prosecutions pending, in a sealed envelope and stapled to this application

Successful candidates for exempted posts will have to complete an Enhanced Disclosure and Barring Service (DBS) application form and will not commence employment until their DBS Certificate is received and the decision to appoint has been confirmed.

Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with the School

HEALTH RECORD – All Appointments are subject to medical clearance by the school's Occupational Health Provider

The School has a duty to protect funds. If you are appointed we may match or share the information you provide on this form with information kept by other parts of the school and with organisations that use public funds in order to protect and prevent fraud.

Information held about you on any of the school's databases or records may be shared and be taken into consideration when determining your suitability for employment with the school.

You are required to notify the School of any information that could be considered relevant to your application for the specific post you are applying for or to your general suitability for employment with the School.

Information supplied by you during the recruitment process may be shared with other parties for the purposes of aiding the School in carrying out its responsibilities.

I declare that the information given on this application form is, to the best of my knowledge, correct. I understand that this information may be stored as part of the School's monitoring of equal opportunities and as part of the recruitment procedure and I agree to the use of this data as specified.

I also understand that withholding relevant details or giving false information may result in my application being withdrawn or subsequent discover of information being false may render me liable for dismissal. I will undertake to notify any material changes in the information I have given above to the school.

Signed Date

This page is to be detached prior to Short-Listing

EQUAL OPPORTUNITIES MONITORING RECORD – The information contained on this page will be treated in the strictest confidence and will be detached prior to short-listing. Please see guidance notes for further information. It is not mandatory to provide this information. Doing so helps the school to monitor equal opportunities and complete statistical returns.

Post applied for:	Post Reference Number:
First Name:	Last Name:
School: Altwood Church of England School	
Where did you see this post advertised?	
School Website: <input type="checkbox"/> Jobs Go Public Website: <input type="checkbox"/> Local Newspaper: <input type="checkbox"/> National Newspaper: <input type="checkbox"/> National	
Newspaper Website: <input type="checkbox"/> Professional Publication: <input type="checkbox"/> Professional Website: <input type="checkbox"/> Friend/Word of Mouth <input type="checkbox"/> TES <input type="checkbox"/> Greensheets <input type="checkbox"/>	
Website other: <input type="checkbox"/> Please specify Publication other: <input type="checkbox"/> Please specify	

Gender : Male: Female:

Date of Birth: / / Marital Status: Yes No

Please tick the category that most represents your race and ethnicity

How would you describe your ethnic origin?

Asian or Asian British	Black or Black British	White	Mixed & Other
Bangladeshi <input type="checkbox"/>	African <input type="checkbox"/>	British <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Irish <input type="checkbox"/>	White & Black African <input type="checkbox"/>
Pakistani <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	White & Asian <input type="checkbox"/>
Other <input type="checkbox"/>			Other <input type="checkbox"/>

Chinese or other ethnic group

Chinese
Other ethnic group

Please provide details of any adjustments/ special requirements to assist you should you be shortlisted for interview.

ALTWOOD CHURCH OF ENGLANDSCHOOL
STRICTLY CONFIDENTIAL
Disclosure of criminal background

The School has an obligation to ensure as far as possible that persons (either employed or as volunteers) who work with children or vulnerable adults are suitable to undertake such a role. For this reason you are required to disclose if you have any convictions, cautions and bindovers so they may be taken into account when your application is considered.

The explanatory notes attached give further information on the factors that will be taken into account when determining whether any conviction(s) may be considered relevant to your application. You are invited to read them before answering this question.

Under relevant legislation (the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975) you must disclose any convictions you may have, even if they would otherwise be regarded as "spent" under this Act, and any cautions or bindovers. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

In answering the following question you must disclose details of all convictions and cautions, including "spent" convictions and any prosecutions pending.

Have you ever been convicted of a criminal offence, cautioned or have any prosecutions pending?
YES / NO

If YES, please give details of all convictions and cautions, including "spent" convictions and cautions and any prosecutions pending.
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DECLARATION

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

Signed.....Date.....

Print name (capitals).....

Position applied for.....Job Reference No.....

(When you have answered the above question please return this additional sheet with your application form. If you have disclosed conviction information please place this sheet in a separate sealed envelope marked with: Your name & position applied for, and the following: DISCLOSURE INFORMATION – STRICTLY CONFIDENTIAL. This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information.).

ALTWOOD CHURCH OF ENGLAND SCHOOL

Explanatory note to applicants – DBS check (previously CRB)

1. Introduction

1.1 The position for which you are applying has been determined by the school as exempt from the Rehabilitation of Offenders Act 1974 in line with guidance from the Disclosure and Barring Service (DBS). Therefore you are required to declare any convictions you may have even if they would otherwise be regarded as "spent" under this Act, and any cautions or bindovers. 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.

2. Factors to be considered

2.1 The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment.

2.2 The factors to be taken into account are:

- 2.2.1 the responsibilities of the position,
- 2.2.2 the vulnerability of children or adults supported,
- 2.2.3 the nature of the offence(s),
- 2.2.4 the number and pattern of offences (if there is more than one),
- 2.2.5 how long ago the offence(s) occurred,
- 2.2.6 the age of the offender when the offence(s) occurred.

3. Access to records of criminal convictions

3.1 Under government regulations the School is able (with your consent), to access records of criminal convictions to verify the information you supply. In the event of an offer of employment it is a requirement that a check is undertaken with the DBS. (The DBS is an executive arm of the Home Office which carries out criminal conviction checks for employers). Information on the DBS can be accessed on the internet at: [://www.homeoffice.gov.uk/agencies-public-bodies/dbs/about-us1/](http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/about-us1/). If you do not give your permission it will not be possible to consider your application further.

3.2 As part of its checking procedure the DBS will also check registers of persons found to be unsuitable to work with vulnerable people which are maintained by the Department of Health and the Department for Education.

3.3 Information received from the DBS will be kept in strict confidence and will be destroyed following the recruitment decision. Information will be retained for 6 months (or where services are CSCI inspected until the next inspection) after the selection process has been completed in case the applicant or the appointing manager has any queries concerning the information.

3.4 You will be sent directly the results of your check by the DBS.

3.5 If the DBS check discloses a conviction which you had failed to declare this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.

4. Further Advice

4.1 If you would like to discuss whether a conviction you have may debar you working in the role for which you are applying, you may telephone the school in confidence for advice.