



## Application for Employment - Teachers

Gildredge House School is committed to the safeguarding and promotion of the welfare of all children, young people and vulnerable adults, and expects all staff to share this commitment.

The information requested in this form is important in assessing your application. Please complete this form in full. CVs are not acceptable. Please ensure that you save this document before sending, otherwise all data may be lost

| <b>Job details</b>               |  |
|----------------------------------|--|
| Post applied for:                |  |
| Subjects (if to specialise):     |  |
| If appointed when can you start: |  |

  

| <b>Personal details</b>                           |  |
|---|--|
| Title:  |  |
| First name:                                       |  |
| Family Name / Surname:                            |  |
| Maiden or previous name(s):                       |  |
| Home address:                                     |  |
| Correspondence address (if different from above): |  |
| Email address:                                    |  |
| Daytime telephone number:                         |  |
| Home telephone number:                            |  |
| Mobile telephone number:                          |  |
| Teacher's Reference number                        |  |

## Education & Qualifications

(NB: Shortlisted candidates will be required to produced qualification certificates at interview)

| GCSE or equivalent  |  |  |  | Pass marks | Dates |
|---------------------|--|--|--|------------|-------|
|                     |  |  |  |            |       |
|                     |  |  |  |            |       |
|                     |  |  |  |            |       |
|                     |  |  |  |            |       |
| 'A' OR AS level     |  |  |  | Pass marks | Dates |
|                     |  |  |  |            |       |
|                     |  |  |  |            |       |
|                     |  |  |  |            |       |
|                     |  |  |  |            |       |
|                     |  |  |  |            |       |
| Higher Education    |  |  |  |            |       |
| University :        |  |  |  | Date:      |       |
| Degree in:          |  |  |  | Award:     |       |
| Subject (s) studied |  |  |  | Pass marks | Dates |
|                     |  |  |  |            |       |
|                     |  |  |  |            |       |
|                     |  |  |  |            |       |
|                     |  |  |  |            |       |
|                     |  |  |  |            |       |

## Additional Education & Qualifications – Initial Teacher Training

|  |  |       |  |
|--|--|-------|--|
| University / College / Designated Recommending Body (DRB):   |  |       |  |
| Qualification gained:  |  | Date: |  |
| Date Qualified Teacher Status obtained:  |  |       |  |
| Have you passed the QTS skill tests:   | <input type="checkbox"/> Yes <input type="checkbox"/> No |       |  |
| Have you completed the NQT induction period?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |       |  |
| If you have not yet completed the statutory NQT induction period, please indicate which assessment periods are outstanding |  |       |  |
| Age range(s) for which trained:  |  |       |  |
| Principal Subject:   |  |       |  |
| Subsidiary subject(s):   |  |       |  |

## Further Qualifications & Further Training

(Including one year and one term courses and any recent short courses (e.g. NPQH))

| University,<br>College or<br>Organising Body | Subjects & Course Title | Qualifications<br>Obtained | Length of courses<br>& Dates |
|--|-------------------------|----------------------------|------------------------------|
|  |                         |                            |                              |
|  |                         |                            |                              |
|  |                         |                            |                              |
|  |                         |                            |                              |

## Current or most recent teaching post

|   |  |  |  |  |
|---|--|--|--|--|
| Name & Address of school / establishment              |  |  |  |  |
| Name of Local Authority:                              |  |  |  |  |
| Name of Academy Trust (if applicable):                |  |  |  |  |
| Type of school:                                       | <input type="checkbox"/> Boys <input type="checkbox"/> Girls <input type="checkbox"/> Mixed<br><input type="checkbox"/> Maintained <input type="checkbox"/> Academy <input type="checkbox"/> Independent<br>(Please select all that apply, as appropriate) |  |  |  |
| Number on roll:                                       |  |  |  |  |
| Telephone no:   |  |  |  |  |
| Position title:                                       |  |  |  |  |
| Subjects taught:                                      |  |  |  |  |
| Date appointed:                                       |  |  |  |  |
| Working hours:  | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (please specify hours per week)  |  |  |  |
| Pay Scale:  | <input type="checkbox"/> Unqualified <input type="checkbox"/> Main <input type="checkbox"/> Upper<br><input type="checkbox"/> Leading Practitioner <input type="checkbox"/> Leadership   |  |  |  |
| Spinal Column Point:                                  |  |  |  |  |
| Additional allowances (Please specify type and value) |  |  |  |  |
| Are you still employed by this establishment?         |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |  |
| Date and reason for leaving (if applicable)           |  |  |  |  |
|   |  |  |  |  |

## Previous Teaching Experience

(Please give the fraction of full-time where the post is / was part-time)

| Name of School & Authority | Type of School & Number on Roll | Post held | Period of service From To (exact dates) | Reason for leaving |
|----------------------------|---------------------------------|-----------|---|--------------------|
|                            |                                 |           |   |                    |
|                            |                                 |           |   |                    |
|                            |                                 |           |   |                    |
|                            |                                 |           |   |                    |

**Non-teaching employment experience**

| Employer | Position | From / To | Reason for leaving |
|----------|----------|-----------|--------------------|
|          |          |           |                    |
|          |          |           |                    |
|          |          |           |                    |
|          |          |           |                    |
|          |          |           |                    |

**Other History**

(Please ensure that you provide a complete chronological history by listing below any periods not covered above in your employment history, e.g. travel, unemployment, sabbatical, carer responsibilities etc.)

| From | To | Reason |
|------|----|--------|
|      |    |        |
|      |    |        |
|      |    |        |
|      |    |        |

| <b>Declaration by Applicant</b>   |  |
|---|--|
| <b>Other employment</b>   |  |
| In order to ensure compliance with the Working Time Regulations and the relevant pensions legislation, you must tell us about any other employment you hold that you intend to continue with should you be appointed. We also need to know which, if any, pension scheme you are an active member of in respect of these posts. |  |
| Job title, hours per week and employer  | Active pension scheme membership                         |
| <i>e.g. Teacher, 0.5FTE, Kent County Council</i>  | <i>Teachers Pension Scheme</i>                           |
|   |  |
|   |  |
| <b>Pension</b>  |  |
| Are you in receipt of a pension awarded through the teachers' ill health retirement arrangement?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If 'YES', give details below: (including the date pension arrangements took effect)   |  |
|   |  |
| (Please note that if you were awarded an ill-health pension on or after 01 April 1997, you are not eligible for future employment as a teacher)   |  |
| <b>Safety and Welfare of children</b>   |  |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If you have answered 'YES' to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope or an email attachment, marked confidential and send it with your application form.   |  |
| I have attached details as requested.   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Disciplinary Record</b>  |  |
| Are you (or have you ever been) dismissed from a teaching post for alleged misconduct or incompetence or resigned in the face of such allegations?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If 'YES', please give details:  |  |
| Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this applications?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If 'YES', please give details:  |  |

|   |  |
|---|--|
| Have you ever been barred from working with children? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If 'YES', please give details:                        |  |

### Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006

Under the Rehabilitation of Offenders Act (ROA) job applicants are only required to declare criminal convictions which are not considered "spent" under the Act. Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as "regulated". This means that they are all exceptions to the ROA and therefore you are required to declare any convictions (including bind over and cautions) regardless of whether or not they would be considered spent in other circumstances.

Please read the guidance notes before completing this section.

|  |  |
|--|--|
| Have you ever been convicted of a criminal offence?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there any alleged offences outstanding against you?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If 'YES' to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice. |  |
|  |  |

### Asylum and Immigration Act 1996

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right of abode in the UK. You will be required to provide evidence prior to appointment of a National Insurance Number, passport or other document on the approved list to satisfy the School that the asylum and Immigration Act 1996 is being complied with.

|                               |  |
|-------------------------------|--|
| Do you require a work permit? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|-------------------------------|--|

## Relevant Experience & Other Information

The information you provide in this section is important in assessing your application. Please use the space, expand the space if needed (and/or additional A4 sheets, if necessary) to state your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job (please refer to the person specification for the post).

You should include details of the following, where they are relevant to the requirements of the post: present and previous teaching posts or teaching practices if you are newly qualified, other paid or unpaid employment or any other activities outside the workplace.

**Educational Philosophy** – Please describe your educational philosophy in no more than 500 words



## Leisure Interests

## Referees

### Teaching vacancies:

Name, address (Post Code) and Status/Position of two persons to whom reference may be made who can comment on your teaching and/or organisational ability. One must be your present or most recent employer. The other must be a previous employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from a School, Higher Educational Establishment or an Initial Teacher Training provider at which you most recently carried out teaching experience. If you are not currently working with children, you should provide details of the employer where you last worked with children.

If you are a trainee teacher, please provide the name and address of your course tutor from your teacher training college. References will not be accepted from relatives or from people writing solely in the capacity of friends.

### Leadership Application Process:

In the case of applications from serving Executive Headteachers or Headteachers, please give the name and address of your current school Chair of Governors and Director of Children's Services, or CEO of Academy Trust.

References will be taken up if you are called for interview. In view of the nature of the job no offer of employment can be made without these. If, for any reason, you feel unable to give your present or most recent employer as a referee, or cannot consent to referees being contacted prior to interview, please send a covering letter explaining why.

In the event we seek references prior to a provisional job offer being made, we will not seek information relating to sickness absence or medical history.

### 1) Present/Most recent employer/Chair of Governors

Name:

Address:

Occupation:

Telephone no.

Email address:

| 2) Previous employer/Chair of Governors/Director of Children's Services   |  |  |  |
|---|--|--|--|
| Name:   |  |  |  |
| Address:  |  |  |  |
| Occupation:   |  |  |  |
| Telephone no.   |  |  |  |
| Email address:  |  |  |  |
| 3) Course Tutor (trainee teachers only)   |  |  |  |
| Name:   |  |  |  |
| Address:  |  |  |  |
| Occupation:   |  |  |  |
| Telephone no.   |  |  |  |
| Email address:  |  |  |  |
| <p>We may also seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.</p> <p>If you do not wish for us to contact your referees or previous employers prior to interview, please indicate below:</p> |  |  |  |
|   |  |  |  |

| Canvassing  |   |
|---|---|
| <p>You are required to declare any relationships with any employee of the School as canvassing, whether direct or indirect, will invalidate your application.</p> |   |
| <p>Are you related to any employee of the School?</p>   | <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> |
| <p>If 'YES', please give details (stating department and job title)</p>   |   |
|   |   |

## Declaration

I declare that the information given is true and understand that (a) canvassing of School employees directly or indirectly will invalidate this application, and (b) the School reserves the right to seek verification from me of the factual basis for any information provided.

I suffer no legal impediment to taking up employment with Gildredge House School if so appointed and I accept that the discovery of any legal impediment after an appointment has been made may lead to my immediate dismissal.

Signature:

Date:

Print name:

If form has been completed electronically, please place an 'x' in this box to indicate your consent  
→

## Data Protection

Gildredge House School will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

For further information, see our privacy notice on our website.

## **Guidance Notes for Applicants**

### **Application Form**

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form will very likely be photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions. Please make sure you complete the application form that was sent to you with the application pack as this will be the most up to date version.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached to the application on a separate sheet. Please refer to the information contained within the recruitment pack for the length and presentation of your personal statement.

### **Referees**

We take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees; as an applicant for a Headteacher post, you should provide the name and address of your Director of Children's Services, together with a second referee who should be the Chair of Governors of your current school. If you are applying for the post of a deputy Headteacher, your referees should be your Director of Children's Services and your Headteacher.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present school for less than five years, the governing body may wish to seek further supporting information from your previous employer(s).

### **Qualifications**

Please bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications (excluding GCSE, "O" and "A" levels) to your interview. The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved the National Professional Qualification for Headteachers (NPQH) or any other professional qualifications e.g. National Qualification for School Leaders (NPQSL), National Qualification for Middle Leaders (NPQML), please bring copies of these qualifications to the interview for checking.

### **Medical Information and Disclosure and Barring Service (DBS) Disclosure**

Prior to appointment, you will need to complete a health statement which will be assessed by our Occupational Health Team.

Gildredge House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with Gildredge House School as the employer.

This disclosure will need to be approved by the School before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

### **Eligibility to Work in the UK**

In line with statutory Safer Recruitment guidance issued by the DFE and other employment-related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK.
- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)

We would like to take this opportunity to thank you for your interest in working with Gildredge House School and wish you every success in the future.

### **Note to Candidates:**

If you have not heard from us within 4 weeks of the closing date, you should normally assume that on this occasion you have not been selected for interview.