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| **GARTREE HIGH SCHOOL** |



**Application for Teaching Appointment** (including Assistant Headteacher, Deputy Headteacher)

**POST:**

**Please read the notes at the end of this application before completing in black ink.**

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| **1. Personal Information** |

|  |  |
| --- | --- |
| Surname: | Home Tel No: |
| Initials: | Business Tel No: |
| Postal Address (for correspondence) | Mobile Tel No: |
| National Insurance No: |
| DfES Reference No: |
| Email Address: |
| GTC Membership No: |
| Post Code: | Are you entitled to work in the UK? |

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| **2. Present Appointment** |

**If teaching:**

|  |  |
| --- | --- |
| Name and Address of School/College(if currently in the maintained sector): | Name and address of Local Authority: |
|  |  |
| Post Code: | Post Code: |

|  |  |  |
| --- | --- | --- |
| Age range: | Number on Roll:  | Date appointment commenced (DD/MM/YYYY) |

Please give details of current salary and any additional points

*(Please indicate in the appropriate fields below)*

Main Pay Scale: **or** Upper Spine: **or** Leadership Pay Spine *(please state range)*:

 **or** AST/Excellent Teacher: Any Allowances *(please state)*:

**If other than teaching:**

Current position:

|  |  |
| --- | --- |
| Name and address of Employer: | Date Appointed (DD/MM/YYYY) |
|  | Salary: |
| Post Code: |

**‘Aspiring to excellence in a supportive community’**

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| **3. Education**1. **Secondary/Further**
 |
| Examinations passed (if known) | Dates (MM/YYYY) | Subjects | Grades (if known) |
| From | To |
| GCE ‘O’Level, GCSE or Equivalent *(i.e. NVQ Level 2)* |  |  |  |  |
| GCE ‘A’ Level or Equivalent *(i.e. NVQ Level 3)* |  |  |  |  |
| Other *(please specify examinations passed)* |  |  |  |  |
| 1. **University/College Qualifications**

*(including professional qualifications and in-service courses leading to recognised qualifications (e.g. NPQH etc)* |
| Dates (MM/YYYY) | School/College/University | Qualifications obtained, with classification dates |
| From | To |
|  |  |  |  |

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| **4. Membership of Professional Bodies***(e.g. National Association of English Teachers etc)* |
| Institution | Dates of Membership (MM/YYYY) |
| From | To |
|  |  |  |

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| **5. Previous Employment and Relevant Experience**1. **Previous Employment in Education**

(please start with the most recent employment date) |
| Name of Employer | Name and type of School/College | NOR | Post TitleIdentify any additional responsibilities | Dates (MM/YYYY) |
| From | To |
|  |  |  |  |  |  |

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| 1. **Other Relevant Experience (Paid or unpaid employment and voluntary experience.**

Please give as full an account as possible including details of career breaks etc.) |
| Name of Employer, Voluntary Organisation, or nature of work undertaken | Details of Post or Voluntary Experience (Full or Part Time) | Dates (MM/YYYY) |
| From | To |
|  |  |  |  |
| 1. **Personal Interests**
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|  |
| 1. **Continual Professional Development (CPD)**

Please limit your CPD record to the last five years |
| CPD Activity (Please indicate duration if over one day) | Organising Body | Role(e.g. participant, course leader etc.) |
|  |  |  |

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| **6. References** |

Give here details of two persons to whom reference may be made, one of whom should be your present or last employer and should be able to comment on you as a professional. Open testimonials and character references will not be accepted.

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| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Post Code: | Post Code: |
| Tel No: | Tel No: |
| Fax: | Fax: |
| Email: | Email: |

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| **7. Letter of Application** |

You are requested to submit a letter in support of your application, addressing issues you regard as relevant to the post as described in the Job Details supplied and to present any factual information which may not have been included in this application form.

**8. Attendance**

Please details your sickness absence in the last year, including number of days and frequency. Please indicate if the absence was disability or pregnancy related.

We will request details of your sickness absence from your employment referee.

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| **9. Declaration** |

I declare that all information submitted in this application form is true, that I have not canvassed any Member or Governor of the school either directly or indirectly, in connection with this application, and will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose my relationship with a Member or Governor of the school or failure to disclose any conviction of a criminal nature may disqualify me and that if such failure is discovered after appointment I will be liable to dismissal without notice. I confirm that I have read the notes relating to convictions and spent convictions of a criminal nature.

I attach a letter of application in support of this form along the format prescribed in the Job Details supplied to me.

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| **Date (DD/MM/YYYY)** | **Signed:** |
| **10. Information for Candidates with a Disability** |

Gartree High School welcomes applications from all sectors of the community, including candidates with a disability.

**Definition**

The Disability Discrimination Act 1995 defines disability as: ‘a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day to day activities’.

**Arrangements if selected for interview**

You are asked to indicate whether you would need any of the following arrangements to be made if you were invited to interview:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Interview information on audio tape |  | Wheelchair – accessible location for interview |
|  | Interview information in large print format |  | Car parking space for interview |
|  | Induction loop in interview room |  | Facility for personal carer, assistant or other |
|  | Sign language interpretation or other  |  | person to accompany you at interview |
|  | assistance with communication at interview |  |  |

Please specify any other facilities which you would like to be made available on the day:

**Arrangements if appointed**

Please give below details of any adjustments which you may need to be able to carry out the duties of the job if appointed. If you prefer, we should be very happy to discuss this at interview.

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| **11. Convictions and ‘Spent’ Convictions of a Criminal Nature** |

You will appreciate that our school must be particularly careful to enquire into character and background of applicants for appointments to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation Offenders 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 1986. The fact that conviction(s) have been reported against you will not necessarily debar you for consideration for this appointment.

You must therefore, answer the question at the foot of this notice **“have you ever been convicted of a criminal offence?”** (please answer “Yes” or “No”). If the answer is “Yes”, you must give details which may, if you wish, be enclosed in a separate, sealed envelope marked “confidential” and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this notice will not in any way reflect upon applicants’ integrity but it is necessary to protect the public and the school.

In accordance with the recommendations of the Home Office, successful candidates for all posts where there is to be contact with children, will be subject to a criminal records bureau clearance, regardless of the answer given to the question concerning previous convictions. Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.

**QUESTION: Have you ever been convicted of a criminal offence?**

|  |  |
| --- | --- |
| **Date (DD/MM/YYYY)** | **Signed:** |

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| **13. Notes** |

1. When completed, this form should be addressed to the person and address identified in the job details/advertisement, to be received by the closing date expressed in the job details.
2. Canvassing, directly or indirectly, will lead to disqualification.
3. Teachers aged 50 and over are advised that, if they have previously accepted early retirement from a teaching post and, if appointed to a new post, they should advise the Paymaster General, and the Department of Education and Skills and their previous employer of their change in circumstances.
4. Candidates recommended for appointment will be required to complete a medical questionnaire, which will be supplied after the interview, for submission to the Occupational Health Service, and may then be required to undergo a medical examination.
5. Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act, and, in the event of employment being taken up, any failure to disclose such convictions could result in dismissal or disciplinary action by the school. The fact that a conviction has been recorded against you will not necessarily debar you from the consideration for this appointment.

The object of this Notice is not, in any way, to reflect upon applicants’ integrity, but is necessary to protect the public and the school.

**Please complete this form and leave it attached to your application form**

 *(The form will be detached before your application is sent to the people involved in the selection process)*

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| **Department:** |
| **Post reference number:** |
| **Based at:** |
| **Application for the post of:** |

1. **What is your ethnic group?**

|  |  |  |
| --- | --- | --- |
| 1. **White**
 | 1. **Mixed**
 | 1. **Asian**
 |
|  | British |  | White and Black |  | Indian |
|  | Irish |  | Caribbean White and Black African |  | Pakistani |
|  |  |  | White and Asian |  | Bangladeshi |
|  | Any other White background ***(please write below)*** |  | Any other mixed background ***(please write below)*** |  | Any other Asian Background ***(please write below)*** |
|  |  |  |  |  |  |
|  | 1. **Black or Black British**
 |  | 1. **Chinese or other ethnic group**
 |  |  |
|  | Caribbean |  | Chinese |  |  |
|  | African |  | Any other ***(please write below)*** |  |  |
|  | Any other Black background ***(please write below)*** |  |  |  |  |
|  |  |  |  |  |  |

1. **My sex is: Male Female**
2. **My date of birth is:** (DD/MM/YYYY)
3. **The Disability Discrimination Act 1995 defines disability as:** ‘a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day to day activities’

**I consider myself:**

**Disabled Non-Disabled**

1. **If you have ticked the box for disabled people** do you envisage adjustments, special equipment or adaptations would be needed in order for you to carry out your duties?
2. **Where did you see this vacancy advertised?**

|  |  |
| --- | --- |
| **Surname:** | **Forename:** |
| **Signed:** | **Date: (**DD/MM/YYYY) |