



# Employment Application Form: Teaching Staff Posts

*Confidential*

## Information for Applicants:

Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**.

You are invited to provide further information in the form of a letter of application. **This letter should be no longer than two sides of A4 paper, with a maximum of 1100 words.** Please refer to the person specification for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application;
- Details of any relevant interests or activities.

### Details of Post Applied For:

Job Title	
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### Personal Details:

Full name			
Previous name			
Address		Postcode	
<b>Contact Details</b>	Please only include contact numbers or email addresses that you are happy for us to use.		
	Home telephone number:		
	Mobile telephone number:		
	Email Address:		
Do you hold Qualified Teacher Status (QTS)?			
DfE Registration Number:			
Do you currently have the right to work in the UK?			

Professional details	
Subjects taught	
Key stages taught	
<b>ECTs ONLY:</b> have you provided evidence of passing the Skills Tests? Please tick or cross.	Numeracy Literacy

Education and Qualifications:			
Please give details starting with the most recent and including secondary education. Please also include any relevant professional qualifications and use a continuation sheet if necessary.			
Name of Institution (e.g. School, College or University)	Dates Attended		Courses/Subjects Taken and Examination Results or Award
	From (Month/Year)	To (Month/Year)	

Membership of Professional Bodies:		
Please give details of any relevant professional bodies to which you belong.		
Name of Professional Body	Membership Status	Date Membership Commenced

**Professional Development:**

Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

**Details of Present or Most Recent Teaching Appointment:**

Post Held					
Responsibilities Held (if applicable)					
Dates Employed From and To (Month/Year)					
School/College Name and Address					
Pupils	Number on Roll:		Age Range:		Gender / Mixed:
Name of Local Authority (if applicable)				Type of School/College (Community, Academy, Independent etc.)	
Salary Details	Pay Range (e.g. Main Pay Range, Leadership Pay Spine):				
	Annual salary (if part-time, specify the FTE):				
	Additional allowances (state type and annual value):				
	Total annual salary including allowances (if you are part-time, specify FTE):				
Reason for Leaving (if applicable)					

### Previous Teaching Appointments:

Please give details of **all previous teaching appointments** you have undertaken, starting with the most recent. Details of employment undertaken outside of teaching, and any other gaps in employment, should be recorded on pages 5-6. Please use a continuation sheet if necessary.

School/College/Employer Details		Post Details	Dates Employed and Reason for Leaving
1.	Employer Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School/College (e.g. community, academy, independent etc) and NOR (approx):	Responsibilities Held (if applicable):	
			Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Subject / Age Range Taught:	
2.	Employer Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School/College (e.g. community, academy, independent etc) and NOR (approx):	Responsibilities Held (if applicable):	
			Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Subject / Age Range Taught:	
3.	Employer Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School/College (e.g. community, academy, independent etc) and NOR (approx):	Responsibilities Held (if applicable):	
			Reason for Leaving:

School/College/Employer Details		Post Details	Dates Employed and Reason for Leaving
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Subject / Age Range Taught:	
4.	Employer Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School/College (e.g. community, academy, independent etc) and NOR (approx):	Responsibilities Held (if applicable):	
			Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Subject / Age Range Taught:	

### Other Employment:

Please give details of any **other periods of employment** you have undertaken which you have not included above, starting with the most recent. Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

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**Periods When Not Working:**

Please give details below of any voluntary work you have not detailed elsewhere in your employment history, or reasons for other periods of time when you have not been employed since leaving secondary education.

Date From (Month/Year)	Date To (Month/Year)	Reason

**Referees:**

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us before submitting your application form.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.
- The first referee provided **must** be your present or most recent Headteacher or equivalent person, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee **must** be that employer. If you are an Early Career Teacher, one referee **must** be your college tutor and one **must** be from one of your placement school.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as your referees.

Referee 1		Referee 2	
Title (Miss/Mr etc.)		Title (Miss/Mr etc.)	
Name		Name	
Occupation		Occupation	
Address		Address	
Tel. Number		Tel. Number	
Email Address		Email Address	
In what capacity do you know the referee?		In what capacity do you know the referee?	

**Reasonable Adjustments to the Shortlisting Process:**

We welcome applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities.

## Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice and Data Protection Policy, both of which can be found on our website.

The person responsible for Data Protection in our organisation is Karen Williams and you can contact them with any questions relating to our handling of your data. You can contact them by email via the school office: [office@ruisliphigh.org.uk](mailto:office@ruisliphigh.org.uk).

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioner's Office via their [website](#).

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

## Compulsory Declarations of any Convictions, Cautions and Reprimands, Warnings or Bind-overs:

It is the school's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

*\* Amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are 'protected' meaning that they are not subject to disclosure to employers and cannot be taken into account.*

*All guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.*

### Please answer the following question:

Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body, e.g. Teaching Regulation Agency (or its predecessor bodies)?

YES/NO

### It is a criminal offence for barred individuals to seek, or to undertake, work with children.

If you have answered 'YES' above, please provide **further details on a separate sheet in a sealed envelope marked 'CONFIDENTIAL'**.



### A Note on Childcare Disqualification Requirements

In addition, and in accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:

- Inclusion on the Children's Barred List;
- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering.

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

### Declaration of Relationships:

Are you related to, or do you have a close personal relationship with an existing member of staff or member of the board of governors?

YES / NO

If YES, please provide below his/her name and role, and state your relationship:

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. In some circumstances it could also result in a referral to the police. I give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in our Data Privacy Notice which can be found on the school's website.

Signature of Applicant

Date

**Thank you for your application.**

**Retention of Application Forms:** As outlined in the Privacy Notice, it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Please return your completed form by post or by email to:

Justine O'Driscoll, HR Manager, Ruislip High School, Sidmouth Drive, Ruislip, Middlesex HA4 0BZ

**Email:** jodriscoll@ruisliphigh.org.uk

## Equality Monitoring Form

We aim to select all staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete this form and return it with their application, however completion is **optional**. In accordance with data protection legislation, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will not be shared with the selection panel. For the successful candidate, the form will be retained securely as part of the confidential staff record.** Thank you.

Post Applied For:		Where did you see this post advertised?	
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*Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.*

**Gender:** Female  Male  Prefer to self-describe  :

**Age:** 16-24  25-34  35-44  45-54  55-64  65+

**Disability:** Do you consider yourself to have a disability? Yes  No

**Ethnicity:** How would you describe your ethnic group? Please tick **one** category below. The categories are based on the population census.

White	
English / Welsh / Scottish / Northern Irish / British	
Irish	
Gypsy or Irish Traveller	
Any other White background (specify if you wish):	
Mixed / Multiple Ethnic Groups	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed / Multiple ethnic background (specify if you wish):	

Asian / Asian British	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background (specify if you wish):	
Black / African / Caribbean / Black British	
African	
Caribbean	
Any other Black / African / Caribbean background (specify if you wish):	
Other Ethnic Group	
Arab	
Any other ethnic group (specify if you wish):	