**Teacher**

CONFIDENTIAL



Application Form

**Melland High School**

*WE ARE COMMITTED TO ATTRACTING, RETAINING AND DEVELOPING A DIVERSE AND SKILLED WORKFORCE*

|  |  |
| --- | --- |
| Please type or complete the application form in DARK INK. This form is also available in alternative formats (e.g. Braille, large print); please telephone the contact number given in the recruitment pack. It is essential that the information given should be accurate, as it will be used for the assessment of salary in the case of successful applicants. WE ARE COMMITTED TO SAFEGUARDING CHILDREN IN OUR CARE. Melland High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Criminal Records Bureau. This post is exempt from the Rehabilitation of Offenders Act 1974. | |
| VACANCY DETAILS | |
| Post applied for  How did you become aware of the post? TES  Website  Other  *(please specify)* |  |
|  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PERSONAL DETAILS | | | | | | |
| Surname |  | First Names | | | | Title |
| Former Name(s)  (with dates)  Permanent Address: | | | | Address for this Correspondence: | | |
|  | | | |  | | |
|  | | | |  | | |
| Postcode | | | | Postcode | | |
| Telephone/Mobile: | | | | Telephone/Mobile: | | |
| Email address | | | | | | |
| National Insurance No | | | Date of Birth | | DCSF No | |

|  |  |  |
| --- | --- | --- |
| FULL TIME EDUCATION | | |
| Secondary Schools attended, with dates and Examination Results with grades |  | |
| University or other Institution attended, with dates |  | |
| Subjects Studied | Main:  Other: |  |
| Degree or Certificate awarded, with dates (If Honours Degree state class) |  | |

|  |  |  |
| --- | --- | --- |
| PROFESSIONAL TRAINING (FULL OR PART TIME) | | |
| Please include Post Graduate, Supplementary, Advanced Courses, etc. | | |
| Training Establishments attended, with dates |  | |
| Subjects Studied: | Main:  Other: |  |
| Diplomas or Certificates awarded, with dates |  | |
| Additional Qualifications gained (with dates) or being sought |  | |
| Courses/training attended in last two years |  | |

|  |
| --- |
| **PENSION** |
| Have you elected, via Teachers Pensions, to opt out of the Teachers Scheme? Yes  No  Are you a member of the scheme for part-time Teachers? Yes  No  If you are a member of the Teachers Scheme please state whether additional contributions are made |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PRESENT EMPLOYMENT | | | | | | | | | |
| Local Education Authority  Name and Address of School | | |  | | | | | | |
|  | | | | | | | | | |
| Type of School |  | | | | | No. on Roll |  | | |
| Post held |  | | | | | Date appointment commenced | | |  |
| Subjects taught |  | | | | | | | | |
| Age Groups Taught | |  | | | | | | | |
| Present Salary | |  | | | Present Salary Scale/Increment Point | | |  | |
| When could you take up duty, if appointed? | | | |  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PREVIOUS TEACHING EXPERIENCE** | | | | | |
| (Including Teaching Practice if First Application) | | | | | |
| Local Education Authority and School | Type and No. | Post Held | PERIOD OF SERVICE  Give day, month and year | | Reason for leaving |
|  | on Roll |  | From | To |  |
|  |  |  |  |  |  |
| \*N.B. – Please indicate: I for Infants, J for Juniors, J.I. for Juniors and Infants, S.M. for Secondary Modern, S.G. for Secondary Grammar, S.C. for Secondary Comprehensive, In. for Independent and sufficient description in the case of other Schools or Colleges. (Further details may be given on the back page, if necessary) | | | | | |

|  |
| --- |
| OTHER EXPERIENCE |
| Industrial, Commercial and periods of Unremunerated Activities with dates, after age 18. |
|  |

|  |
| --- |
| **INTERESTS** |
| e.g. Music, Games etc. |
|  |

|  |
| --- |
| LETTER OF APPLICATION |
| Please continue on an additional sheet if necessary |
|  |

|  |  |  |
| --- | --- | --- |
| REFERENCES | | |
| Please give details of two people who are willing to give you a reference. One of these must be your present or most recent employer. These must be professional references and not personal references from a family member or friend. | | |
| Name |  | Relationship to you |
| Address |  | |
|  | | Telephone No |
| Fax No | | Email |
| Job Title | | Can we take up a reference at this stage? Yes  No |
| Name |  | Relationship to you |
| Address |  | |
|  | | Telephone No |
| Fax No | | Email |
| Job Title | | Can we take up a reference at this stage? Yes  No |
| Canvassing will disqualify. | | |

|  |
| --- |
| DISCLOSURE OF CRIMINAL BACKGROUND |
| Information requested under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975  Normally under the above act, some criminal convictions do not have to be disclosed after a period of time when they become ‘spent’. This does NOT apply to posts which are involved with vulnerable groups (e.g. children, elderly people etc).  Due to the nature of the work for which you are applying, this post is made exempt from these rules by the above Order. This means that you MUST answer the following questions about current and ALL previous criminal convictions. Any information will be treated with the strictest confidence and will be considered only in relation to this application. Disclosure of a criminal record will not exclude you from the appointment unless the School considers that the conviction renders you unsuitable.  Failure to disclose this information could lead to your application being rejected, or if you were appointed, to dismissal if it is subsequently learnt that you have a criminal conviction.  Please delete as necessary:-  1) Have you been the subject of disciplinary proceedings during the last 12 months and/or have you been the subject of disciplinary proceedings involving issues related to the safety and welfare of children or young people? Yes  No  If yes, please provide details of the allegation(s) and the outcome of the proceedings.      2) Have you ever been cautioned, or convicted of any criminal offence? Yes  No  If yes, please give details of the caution(s) or conviction(s) and date(s) |
| 3) Have you been charged with any offence which has not yet been brought to trial? Yes  No  If yes, give details of the charge and the date of the hearing (if known)      If you are ultimately offered the position we will carry out an independent check through the Criminal Records Bureau.  I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to my dismissal.  Signed Date |

|  |
| --- |
| ARRANGEMENTS FOR INTERVIEW |
| If you are a disabled person, are there any arrangements which we can make for you if you are called for interview and/or work based exercise? Yes  No |
| If YES, please specify, (e.g. sign language interpreter, audio tape, etc.)………………………………………………... |

|  |
| --- |
| DECLARATION |
| *I confirm to the best of my knowledge that the information given on this form is accurate and that I have not omitted any facts which may have a bearing on my application for employment.*  (WARNING: \*Any person appointed by the School having given false information will be liable to summary dismissal)  Signed Date  Interview expenses will not be refunded to a candidate who declines a teaching post which has been offered, or withdraws his/her candidature after interview. The approved expenses of the successful candidate will be paid when he/she has taken up his/her duty. |

|  |
| --- |
| DATA PROTECTION ACT 1998 |
| All information contained in this form will be treated as strictly confidential, when used for recruitment purposes only. However, the School is under a duty to protect public funds it administers and to this end may use this information you have provided on this form within its authority for prevention and detection of fraud. By supplying information, you will also be indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks which may be made. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of six months then destroyed. If you are a successful candidate your application form will be used as part of your personnel record. |

**CONFIDENTIAL**

**Melland High School**

The purpose of collecting this information is to make sure that Melland High School, disability and ethnicity. All information will remain confidential.

Name of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Ethnic background?**

**White Black or Black British**

**[ ]** British **[ ]** Caribbean

**[ ]** Irish **[ ]** African

**[ ]** Traveller of Irish Heritage **[ ]** Any other Black background

**[ ]** Gypsy/Roma

**[ ]** Any other White background

**Mixed Chinese**

**[ ]** White and Black Caribbean **[ ]**

**[ ]** White and Black African

**[ ]** White and Asian **Any Other ethnic background**

**[ ]** Any other mixed background **[ ]**

**Asian or Asian British I do not wish an ethnic background**

**[ ]** Indian **category to be recorded**

**[ ]** Pakistani **[ ]**

**[ ]** Bangladeshi

**[ ]** Any other Asian Background

**2. What is your main language?**

**[ ]** Bengali **[ ]** Punjabi

**[ ]** Cantonese **[ ]** Urdu

**[ ]** English **[ ]** Other

**[ ]** Hindi

**3. What is your religion?**

**[ ]** Christian **[ ]** Sikh

**[ ]** Hindu **[ ]** Other

**[ ]** Jewish **[ ]** No religion

**[ ]** Muslim

**4. What is your age range?**

**[ ]** Up to 29

**[ ]** 30 to 39

**[ ]** 40 to 49

**[ ]** 50 to 60

**[ ]** 60 plus

**5. Do you have a disability?**

**[ ]** Yes

**[ ]** No