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**Kelston Road**

**Bath**

**BA1 9AB**

**recruitment@oldfieldschool.com**

**Tel: 01225 423 583**

**Fax: 01225 464986**

**Oldfield School**

**Teaching Staff Application Form**

**Before completing this form, please note the following:**

* We cannot accept CVs
* We cannot accept applications after the deadline
* Sections 1 and 2 of this application form will be removed prior to shortlisting
* Please complete all sections of the form

|  |  |
| --- | --- |
|  **Confidential Application for the Position of:** |  |
|  **Closing Date** |  |
|  **Post Reference Number if applicable** |  |
|  **Where did you see the position advertised?** |  |

**SECTION 1. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** |  | **Surname** |  |
| **First name(s)** |  | **Former names** |  |
| **Home address** |  | **Term address (if different)**  |  |
| **Post Code** |  | **Post Code** |  |
| **Day/Work Telephone** |  | **Mobile Telephone** |  |
| **E-mail address** |  | **DfE number** |  |
| **Date of birth** |  | **NI number** |  |

**SECTION 2. EQUAL OPPORTUNITIES**

As part of our commitment to equal opportunities we request that you complete the following information. This information is used for monitoring purposes only. All information will be treated as confidential and will not be used when shortlisting or deciding whether an applicant is successful unsuccessful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination.

|  |
| --- |
| Ethnic Origin  |
|  [ ]  Prefer not to say [ ]  Asian or Asian British – Bangladeshi [ ]  Asian or Asian British – Indian [ ]  Asian or Asian British – Pakistani [ ]  Asian or Asian British – Caribbean [ ]  Mixed Ethic – White & Asian [ ]  Mixed Ethic – White & Black Caribbean [ ]  Other Ethnic Group – Arab [ ]  White – Irish [ ]  White – Welsh/English/Scottish/N.Ireland |  [ ]  Any other ethnic group (not listed) [ ]  Asian or Asian British - Chinese [ ]  Asian or Asian British – Other [ ]  Black or Black British – African [ ]  Black or Black British – Other [ ]  Mixed Ethnic - White & Black African [ ]  Mixed Ethnic Group – Other [ ]  White – Gypsy or Irish Traveller [ ]  White – OtherNONE |
| [ ]  Other Ethnic Group  |

|  |
| --- |
| Religion/Belief  |
| [ ]  Buddhist[ ]  Hindu[ ]  Muslim[ ]  Other[ ]  Prefer not to say | [ ]  Christian[ ]  Sikh [ ]  Jewish[ ]  None NONE |

|  |
| --- |
| Gender |
| [ ]  Female [ ]  Prefer not to say | [ ]  Male NONE |

|  |
| --- |
| Age Range |
| [ ]  16 – 17[ ]  18 – 24[ ]  25 – 29 [ ]  30 – 39 | [ ]  40 – 49[ ]  50- 59[ ]  60 - 64[ ]  65+ |

|  |
| --- |
| Sexual Orientation |
| [ ]  Bisexual[ ]  Gay woman[ ]  Prefer not to say | [ ]  Heterosexual/Straight [ ]  Gay Man |

|  |
| --- |
| Disability |
| The Equality Act (2010) defines a disabled person as someone with a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities. Do you consider yourself to have such a disability? Yes [ ]  No [ ]  |

|  |
| --- |
| Disability Category |
| [ ]  Hearing Impairment[ ]  Learning Disability[ ]  Neurological condition[ ]  Physical co-ordination difficulties[ ]  Sensory impairment[ ]  Mobility impairment[ ]  Reduced physical capacity[ ]  Visual impairment (not corrected lenses)  | [ ]  Learning Difficulties[ ]  Mental Health Condition[ ]  Physical impairment[ ]  Long-standing illness or health condition[ ]  Speech impairment [ ]  None[ ]  Prefer not to say[ ]  Other |
| Please identify and special requirements, adjustments or equipment which may assist you 1. in the recruitment process
2. do enable you to carry out the job
 |

|  |
| --- |
| Right to Work |
| Do you have a legal right to work in the UK? Yes [ ]  No [ ]  |

|  |
| --- |
| Declaration |
| I declare that, to the best of my knowledge and belief, the information I have provided is true.I understand that any false information or failure to disclose any criminal convictions will result, in the event of employment, in a disciplinary investigation, and may result in dismissal.  |
| Signed  | Date  |

***Sections 1 and 2 to be removed prior to shortlisting.***

**SECTION 3. TEACHING QUALIFICATIONS**

|  |  |
| --- | --- |
| I.T.T. Provider (University, School, etc.) |  |
| Course undertaken to obtain QTS  |  |
| Subject Specialisms |  |
| Year Group(s) Preferred  |  |

**SECTION 4. POST 16 EDUCATION DETAILS**

**Please list academic qualifications gained during secondary and post 18 education – most recent first.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School/College/University (name and address) | Dates | Level (i.e. GCSE, O Level, A Level, Degree etc.) | Subject | Grade |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**SECTION 5. DETAILS OF FURTHER PROFESSIONAL DEVELOPMENT UNDERTAKEN**

**(within the last 5 years or that you feel is relevant to the position)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Training Course/Workshop/Seminar | Location/Venue | Duration | Date Received |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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**SECTION 6. EMPLOYMENT EXPERIENCE**

Please complete the following, **starting with your current employment** and include all employment including non-teaching experience. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out.

Please also include any **breaks in employment history** together with the reason for the break, in the table on the next page. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18. Failure to provide the correct and accurate information may result in an incorrect salary assessment.

If you have passed threshold you will need to supply a copy of your letter of confirmation with this form**.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Name, Address & Telephone Number of School/Academy | Job Title | Subject, Year Groups Taught & Number On Roll | Salary and TLR | FT/PT (if PT the FTE) | Reasons for leaving |
| From | To |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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**Gaps in employment**

If you have had any breaks in employment since leaving school, please provide dates and details of your activities during these times e.g. travelling (if abroad please give details of which country/ies), unemployment, raising a family, studying etc.

|  |  |
| --- | --- |
| Date | Reason for employment gap |
| From | To |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 7. INFORMATION IN SUPPORT OF YOUR APPLICATION**

In no more than two sides please provide below details of how your skills and experiences match the qualities referred to in the person specification.

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| --- |
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|  |

**SECTION 8. RECREATION**

Please provide details of other relevant interests and skills including leisure and voluntary work

|  |
| --- |
|  |

**SECTION 9. SAFEGUARDING**

**IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOL, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18.**

|  |
| --- |
| The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, including cautions, for any offence (not just those involving children) which for other purposes are ‘spent’ under the provisions of the Act. You must disclose in this section any previous convictions. Failure to disclose any previous convictions (including cautions) could result in dismissal should it be subsequently discovered. Any information given either when returning this application form, or at interview will be entirely confidential and will be considered only in relation to this application.  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Type of Offence | Sentence/Fine Imposed | Comments |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Disclosure and Barring Service Check**

If you have a current Enhanced DBS certificate, please provide details below. If you are invited to interview, you will need to bring the certificate with you.

|  |  |
| --- | --- |
| Full name |  |
| Date of birth |  |
| Certificate number |  |
| Date of check |  |
| Registered with the update service? | ☐ Yes  | ☐ No  |
| I give my consent for Oldfield School to check the DBS disclosure listed above against the DBS Update Service. | ☐ Yes  | ☐ No  |
| I understand that I may be required to apply for a new DBS check if the update service indicates that new information is available since the disclosure was issued, or if my registration to the update service has lapsed. | ☐ Yes  | ☐ No  |

**SECTION 10. REFERENCES**

Please provide the names, address and occupations of two referees, one of whom must be your present or most recent employer who are willing to support your application (if currently training, please provide the details of your university tutor.)

If you are called for interview, your referees will be contacted before the interview date.

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Occupation |  |  |
| Address |  |  |
| Telephone No |   |  |
| Email address |   |  |

**SECTION 11. ELIGIBILITY TO WORK IN THE UK**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| Nationality |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do you require a work permit to work in the UK? |  | Yes |  | No |  | Unsure |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| If yes, do you currently have a work permit? |  | No |  | Yes |  | Permit No. |

 |

**SECTION 12. DATA PROTECTION ACT**

|  |
| --- |
| The information collected in the form will be used in compliance with the Data Protection Act 1998. The information may be disclosed, as appropriate, within the Education Service, to School Governors, to Occupational, to the Teachers Pensions Agency, to the Department for Education, pension providers and relevant statutory bodies. You may also note that because we have a duty to protect public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds. |

**SECTION 13. CERTIFICATION**

I confirm that the information provided on this form is correct and understand that any misrepresentation or omission may render me liable to summary dismissal if engaged. I understand that the information will be stored in manual and electronic files and is subject to the provisions of the Data Protection Act. I agree to information on this form being used by Oldfield School in accordance with the Act, for the purpose of selection and for diversity monitoring.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |