Confidential

Please complete all sections of the form using black ink or type.

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached prior to shortlisting. This ensures that your application is dealt with objectively. The application form must be fully completed.

Date:

Vacancy Information

Application for the post of

Personal Details

First Name:       Known as:

Surname:       NI Number:

Preferred Title:       Previous Surname(s):

Address for correspondence:

Post Code:

Telephone

Home:       Work:

E-mail address:

References

Please give the names of two persons who are able to comment on your suitability for this post. One must be your present or last headteacher or employer. The View School reserves the right to seek any further references it deems appropriate.

Please let your referees know that you have quoted them as a referee and to expect a request for a reference should you be shortlisted.

Present/most recent employer\*

Name:

Relationship to Applicant:

Address:

Post Code:

Business Phone No:

Home Phone No:

E-mail:

Previous employer/other

Name:

Relationship to Applicant:

Address:

Post Code:

Business Phone No:

Home Phone No:

E-mail:

Please tick the relevant box if you do **not** want us to contact your referees without your prior agreement.

My present/most recent employer  My previous employer/other referee

**Educational Attainment**

Training and professional qualifications

Please note that you will be required to produce relevant evidence of qualifications attained.

From To school / college / university qualifications

Driving Licence

Do you have a valid driving licence? YES  NO

|  |  |
| --- | --- |
| Previous Employment | |
| (Please enter most recent first) please explain any gaps in your employment | | | | | | |
| Title of post/type of experience | Name and address of  employer | | Numbers on roll | Age range taught | Dates | |
| From | To |
|  |  | |  |  |  |  |

|  |
| --- |
| Additional Teaching Skills and Special Interests |
| Please list additional teaching skills and special interests relevant to this application. | |
|  | |

Letter of Application:

You are required to submit a letter of application in which you should explain why you are applying for the job. Please concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

|  |
| --- |
| Have you any unspent convictions? If so please give details. |
|  |
| If between the completion of this application form and taking up a job with the Council you are convicted of a criminal offence you must inform the Council of this. |

|  |
| --- |
| The Rehabilitation of Offenders Act (only complete this section if instructed to do so on the Job Description and Person Specification enclosed with this form)  The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction\*.  The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions\*, do not apply. You must, therefore, disclose whether you have any previous convictions\*, whether or not they are spent.  Should you identify that you have a criminal conviction\*, this will be discussed in confidence at interview. However you should note that only convictions\* that are relevant to the job in question will be taken into account.  Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?  Yes  No  Please Note before Completing  Certain spent convictions\* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link; please read before completing this question: <http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf>  \*including cautions, reprimands or warnings |
| If yes please state: |
| If you do not disclose any conviction\* you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal.  People who have convictions\* will be treated fairly and given every opportunity to establish their suitability for the job.  Any information that you give will be kept in strict confidence and will be used only in respect of your application for this job.  As part of the recruitment process we will check our records for information we hold about you in relation to your suitability for the post for which you have applied.  Disclosure and Barring Service  Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.  Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.  A copy of the Disclosure and Barring Service Code of Practice is available on request.  Further information about the Disclosure process can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service> |

|  |
| --- |
| General Teaching Council (GTC) |

Have you been referred to the GTC on misconduct grounds and/or are subject to a reprimand and/or a conditional registration order?  Yes  No

If yes please state:

|  |
| --- |
| I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.  Signed:       Date: |



Data Protection Act

Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by The View School in accordance with the Act.

|  |
| --- |
| Diversity |
| We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need to know the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.  The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:  Sex: Male  Female  Marital status: Married  Not married  Other  Date of birth:       Age:       Nationality: | | |
| Ethnic Origin: How would you describe your ethnic origin? | | |
| White | | English, Scottish, Welsh, Northern Irish |
|  | | Irish (Republic of) |
|  | | Any other White background (please state) |
| Mixed | | White and Black Caribbean |
|  | | White and Black African |
|  | | White and Asian |
|  | | Any other Mixed background (please state) |
| Asian or Asian British | | Indian |
|  | | Pakistani |
|  | | Bangladeshi |
|  | | Any other Asian background (please state) |
| Black or Black British | | Caribbean |
|  | | African |
|  | | Any other Black background (please state) |
| Chinese or other Ethnic group | | Chinese |
|  | | Any Other background (please state) |