



## Application Form for Employment – Teaching Staff

Application for the position of:

### 1 PERSONAL DETAILS

Surname:	First Name(s):
Title (Mr, Mrs, Miss, Ms etc.):	Date of birth:
Any other former Surnames:	Any other former Forenames:
Address:	Telephone Number:
	Mobile Number:
Post Code:	
Email Address:	
National Insurance Number:	
TRN No:	
Have you completed an induction year as a Newly Qualified Teacher?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 2 CURRENT OR MOST RECENT EMPLOYMENT

Name of Local Authority or Employer:

Name and Address of School or Establishment:

Post Code:

Telephone Number:

Permanent/Temporary/Acting/Supply:

Position Held:

Date Appointed To Position:

Date Appointed to School:

Date Free to Take Up Appointment:

Age Range of School:

Second Subject Offered:

Salary/Allowance Details:

Current Scale (TLR):

Allowances:

Current Salary (for non-education employment):

Teachers' Pension: Please give details of election to opt out where applicable:

### 3 PREVIOUS EMPLOYMENT

Starting with your most recent employment, list all paid employment including voluntary work, period of unemployment and time spent out of employment since leaving school, college or university. You must provide explanations for any gaps or periods not in employment, training or education since leaving secondary education. Teaching practice should only be included where this application is your first teaching job. (Please continue onto a separate piece of paper if required).

Name and address of School, employer or voluntary agency	FT/ PT/ Supply/ Fixed Term/ Maternity	School Type: Primary/ Secondary/ Other	Age Range	Position Held and Salary Point	From	To	Reason for Leaving

Please give details of any gaps in your employment history:

Have you at any time, lived or worked overseas?

Yes  No

If yes, please complete the table below:

From Month/Year	To Month/Year	Country	Position

We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied.



Are you eligible to work in the UK? Yes  No

Do you need a work permit to work in the UK? Yes  No

If yes, please give the date your current work permit expires:

You will be required to present original and valid evidence of eligibility to work the UK at your interview.

## 6 RESTRICTIONS

Certain restrictions apply to the appointment to the same establishment of persons who are related to, or have a close relationship with existing members of staff.

Are you related to or have a close relationship with any employee of the School?

Yes  No

If you have answered yes to this question, please give full details below:

## 7 DECLARATION OF INTEREST / CODE OF CONDUCT

Employees must not allow personal and/or private interests to influence their conduct as employees.

In particular, all applicants (and existing employees) are required to inform the Governing Body if they have any other current employment and also if they, their partner or close relatives have an interest in a private enterprise that may represent a conflict of interest. If the Governing Body considers that there is a conflict of interest (as a result of information disclosed) you may not be considered for employment. Non-disclosure of a possible conflict of interest could also result in any employment being terminated. (Should you require any more space to write, please continue on a separate piece of paper)

Signed:

Date:

**Important:** Even if you have nothing to declare, please indicate this by writing "none" in the space below.

## 8 CRIMINAL CONVICTIONS

This appointment is exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced Criminal Records Disclosure in accordance with the requirements of the DBS Disclosure with Barred List Check, and the Police Act 1997. You must declare all convictions (including convictions with

Absolute Discharge), Cautions or Bind-overs you may have, even if they would otherwise be regarded as "Spent" under this act. In the event of employment, failure to disclose a Conviction, Caution or Bind-over could result in dismissal or disciplinary action by the authority and possible referral to the Police.

Have you ever been convicted of a criminal offence (including absolute discharge) or been given a caution; reprimand; warning or bind-over?

Yes  No

Is the offence "spent" as defined by the rehabilitation of offender act 1974?

Yes  No

Do you have a criminal conviction which is unspent?

Yes  No

Or pending against you?

Yes  No

If yes, I will provide the information requested on the Disclosure of Criminal Convictions Form to be sent to me if shortlisted and understand that the provisionally selected candidate for such posts will be required to apply for an enhanced Disclosure and Barring Service with Barred list check. Any information received will be reviewed using DBS Disclosure with Barred List Check in order to establish whether the information is relevant to the responsibilities of the post.

Signed:

Date:

## 9 REFERENCES

**Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees should ideally be senior people in the organisation.** In the case of applicants leaving full time education or not having worked since doing so, the Head of school, college or university should be one of the named referees. We are unable to accept references from friends or family members.

**To ensure we process your application in a speedy and efficient way, we prefer to contact your referees by e-mail. Therefore, please provide us with full details of your referee's professional e-mail address.**

**It is school policy to take up references before interview.**

### A REFEREE DETAILS

Name:

Position in organisation:  
(if applicable)

Relationship to applicant:

Address:

Postcode:

Email:

Telephone Number:

### B REFEREE DETAILS

Name:

Position in organisation:  
(if applicable)

Relationship to applicant:

Address:

Postcode:

Email:

Telephone Number:

Referee A - Name by which you were known if different from now:

Referee B - Name by which you were known if different from now:



## 10 DECLARATION

### List 99 Declaration

I certify that I am not disqualified from working with children, or subject to sanctions imposed by a regulatory body. I have no convictions, cautions, or bind-overs or I have attached details of my record in a sealed envelope marked confidential.

Signed:

Date:

### Child Protection Policy Declaration

I certify that I have read and understood the school's Child Protection Policy which is accessible on the Schools website [www.bournside.gloucs.sch.uk/vacancies](http://www.bournside.gloucs.sch.uk/vacancies) (See Application Forms section).

Signed:

Date:

I declare that the information I have provided is a complete and true statement.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then the Governing Body shall be entitled to withdraw any offer of appointment or terminate any contract of employment.

I will not approach any Governor or employee of the School in order to advance my appointment, as I understand this will disqualify me from consideration, other than if the advertisement invites me to contact a named individual.

I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection will follow with any contract of employment.

Signed:

Date:

**This application form along with a covering letter, should be sent electronically to:**

[personnel@bournside.gloucs.sch.uk](mailto:personnel@bournside.gloucs.sch.uk)