



# Application Form Teaching Staff



Post applied for	
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## PERSONAL DETAILS

Surname*		Forename(s)*	
Previous names(s)		Title (e.g. Mr, Miss, Mrs, Ms)	
National Insurance Number*		Telephone Numbers: Home  Work (if convenient)  Mobile	
Home address*			
Postcode*			
Email address			

*Fields marked with \* are mandatory*

### Please answer the following questions:

Do you hold a valid full driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you own a car?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a car available for business use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you previously been employed by Newlands Girls' School?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:		
Have you previously sought employment with Newlands Girls' School?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:		
<p><i>Please note that as part of our recruitment process, and in line with the Keeping Children Safe in Education guidelines, we will perform on-line and social media checks on candidates.</i></p>		

## TEACHER STATUS

<b>Please complete the boxes below if you are currently teacher training</b>					
Are you <b>currently</b> engaged in teacher training?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Please indicate which course you are following		School Direct Tuition Fee <input type="checkbox"/> School Direct Salaried <input type="checkbox"/> University Core PGCE <input type="checkbox"/> Teacher training with a SCITT <input type="checkbox"/> QTS Assessment only route <input type="checkbox"/> Other <input type="checkbox"/>			
Name of training provider					
When do you expect to achieve QTS? (usually this is in the July of the year you complete your training)		Date: mm/yyyy			
Are you also studying for PGCE?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Will you be starting Year 1 of ECT in September 2023?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	
<b>Please complete the boxes below if you have completed your teacher training or if you are currently working as a teacher in some other capacity</b>					
Do you have QTS?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you working as an unqualified teacher	
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have PGCE?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you an Overseas trained Teacher?	
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is your induction status?	Exempt/or completed induction prior to September 2021 <input type="checkbox"/>				
	Year 1 ECT started <input type="checkbox"/>		Date started : dd/mm/yyyy		
	Year 1 ECT completed <input type="checkbox"/>		Date completed : dd/mm/yyyy		
	Year 2 ECT started <input type="checkbox"/>		Date started : dd/mm/yyyy		
	Year 2 ECT completed <input type="checkbox"/>		Date completed : dd/mm/yyyy		
Do you hold the NPQH?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Teacher Reference Number (TRN) – Note you should have this even if you are currently training					

## QUALIFICATIONS AND TRAINING

Please give details, including dates obtained. You will be asked to produce any relevant certificates.

Degrees, diplomas, post graduate qualifications, teaching qualifications or other professional qualifications, stating subjects, grades & class of degree	Name of Institution	Date Awarded	
A-Level or equivalent qualifications, stating subject, grades and examination board			
Subject	Grade	Examination Board	Dates
Title of relevant INSET/Professional relevant Development course or training		Training Provider/Course Organiser	Dates

## CURRENT OR MOST RECENT TEACHING POST/EMPLOYMENT DETAILS

Name Employer/School if applicable:	
Address:	
Telephone Number	
Job Title	
Date of Appointment	

Date of Leaving, if applicable	
Reason for leaving	
Date available	
Current/Final annual salary	

**If teaching post, please complete the following:**

Type of School	Boys <input type="checkbox"/>	Girls <input type="checkbox"/>	Mixed <input type="checkbox"/>
	Selective <input type="checkbox"/>	Non-Selective <input type="checkbox"/>	
Age range/Key Stage taught			
Number on roll			
Specialist/subsidiary subjects taught			

#### TEACHING SALARY LEVEL

Unqualified	Band and Spine Point	
Qualified Teacher	Band and Spine Point	
Upper Pay Range	Band and Spine Point	
Leadership Group	Spine Point	

#### Teaching Allowances

Teacher Learning Responsibility awards

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Recruitment and Retention awards (please state award type and amounts)

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Special Needs 1 ☐      Special Needs 2 ☐      (please tick)

#### Brief description of current duties and responsibilities

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### EMPLOYMENT HISTORY

Please start with your employment experience (teaching or non-teaching) prior to your current or most recent post. List all employments in descending date order until you reach the point when you finished full time education. Please explain any breaks in employment, including reasons why eg; teacher training period, to raise a family, voluntary work.

***Please use the copy and paste function to add additional employment periods.***

From: dd/mm/yyyy		To: dd/mm/yyyy	
Please list Job Title OR if break in employment the reason			
<b>Please complete the boxes below which apply:</b>			
Employer or school name and address:		Salary on leaving:	
Type of school:	Boys <input type="checkbox"/>	Girls <input type="checkbox"/>	Mixed <input type="checkbox"/>
	Selective <input type="checkbox"/>	Non-Selective <input type="checkbox"/>	
Age range/Key Stage taught:		Specialist/subsidiary subjects taught:	
List summary of responsibilities:			
Reason for leaving:			

From: dd/mm/yyyy	To: dd/mm/yyyy
Please list Job Title OR if break in employment the reason	

<b>Please complete the boxes below which apply:</b>			
Employer or school name and address:		Salary on leaving:	
Type of school:	Boys <input type="checkbox"/>	Girls <input type="checkbox"/>	Mixed <input type="checkbox"/>
	Selective <input type="checkbox"/>	Non-Selective <input type="checkbox"/>	
Age range/Key Stage taught:		Specialist/subsidiary subjects taught:	
List summary of responsibilities:			
Reason for leaving:			

From: dd/mm/yyyy		To: dd/mm/yyyy	
Please list Job Title OR if break in employment the reason			
<b>Please complete the boxes below which apply:</b>			
Employer or school name and address:		Salary on leaving:	
Type of school:	Boys <input type="checkbox"/>	Girls <input type="checkbox"/>	Mixed <input type="checkbox"/>
	Selective <input type="checkbox"/>	Non-Selective <input type="checkbox"/>	
Age range/Key Stage taught:		Specialist/subsidiary subjects taught:	
List summary of responsibilities:			
Reason for leaving:			

**VOLUNTARY OR UNPAID WORK UNDERTAKEN (if any)**

(This may not be connected with the post applied for, but may still be relevant)

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### **SUPPLEMENTARY INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please refer to the Person Specification and the Job Description when completing this section. Describe how you consider your knowledge, skills and experience are relevant to the post for which you are applying and those factors which make you a particularly suitable candidate. Please provide examples.

Please continue on a separate sheet if necessary.

## REFERENCES

Please give two referees to whom confidential enquiries will be made. One must be your present or most recent employer.

***Where candidates are employed or have been employed in a school, it is expected that the employer reference will come from the Headteacher.***

**NB. Referees must not be members of your family, or spouse/partner.**

***It is the policy of Newlands Girls' School to take up references prior to interview, unless requested otherwise. No offer of employment will be made without the receipt of two satisfactory references.***

Name		Name	
Address		Address	
Tel No		Tel No	
Email		Email	
Capacity in which known (e.g. employer/line manager/teacher)		Capacity in which known (e.g. employer/line manager/teacher)	

- ***The School may wish to make further enquiries of previous employers, in addition to the two referees given.***
- ***The School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm***

## HEALTH AND DATA RECORDS

### HEALTH RECORD

All Appointments are subject to medical clearance by the Borough's Occupational Health Provider.

### ONLINE SEARCHES

We reserve the right to carry out an online search as part of our due diligence obligations on **shortlisted** candidates and candidates will be provided with the opportunity to address any issues or concerns that may come up during the search at interview.

### OTHER

The school will require proof of address, proof of right to work in the UK and proof of qualifications required.

The school has a duty to protect funds. If you are appointed, we may match or share the information you provide on this form with information kept by other parts of the School and with organisations that use public funds in order to protect and prevent fraud.



Information held about you on any of the school's databases or records may be shared and be taken into consideration when determining your suitability for employment with the school.

You are required to notify the school of any information that could be considered relevant to your application for the specific post you are applying for or to your general suitability for employment with the school.

## DECLARATION

I confirm that I have read and understood the 'Guidance Notes for Applicants' which are found on the Newlands Girls' School website.

I declare that the information given on this application form is correct to the best of my knowledge. I understand that this information may be stored as part of Newlands Girls' School's monitoring of equal opportunities and as part of the recruitment and selection procedure and I agree to the use of this data as specified.

I also understand that withholding relevant details or giving false information may result in my application being withdrawn or subsequent discovery of information being false may render me liable for dismissal. I will undertake to notify any material changes in the information I have given above to Newlands Girls' School.

**Signed**

**Date**

*(If you provide an electronic application form then, you will be asked to sign this page prior to an offer of employment being made)*

*Please send your letter of application and completed forms to Miss Capon, Headteacher, by the end date stated on the advert, to [office@newlandsgirls.co.uk](mailto:office@newlandsgirls.co.uk)*

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***This page is to be detached prior to Short Listing***

### **EQUAL OPPORTUNITIES MONITORING RECORD**

The information contained on this page will be treated in the strictest confidence and will be detached prior to short listing. Please see guidance notes for further information. It is not mandatory to provide this information but in doing so helps Newlands Girls' School to monitor equal opportunities and complete statistical returns.

Post applied for:	
First Name:	Last Name:

Please highlight all the places where you saw this post advertised.

School Website: ☐      School Newsletter: ☐      TES website: ☐      TES Publication: ☐

Government Teacher Vacancy website: : ☐

University Website: ☐ Please specify \_\_\_\_\_

Other Professional Publication/website: ☐

Other Website: ☐ Please specify: \_\_\_\_\_

Friend/Word of Mouth ☐      Greensheets: ☐

Social Media ☐

Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
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Date of Birth:      /      /	Married: Yes <input type="checkbox"/> No <input type="checkbox"/>
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Please tick the category that most represents your race and ethnicity

**How would you describe your ethnic origin?**

<b>Asian or Asian British</b> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/>	<b>Black or Black British</b> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other <input type="checkbox"/>	<b>White</b> British <input type="checkbox"/> Irish <input type="checkbox"/> Other <input type="checkbox"/>	<b>Mixed &amp; Other</b> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/>
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**Chinese or other ethnic group**  
Chinese ☐  
Other ethnic group ☐

As users of the disability symbol, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy/ies. As we are a user of the disability symbol do you qualify for a guaranteed interview?

Yes ☐      No ☐

Please provide details of any adjustments/special requirements to assist you should you be shortlisted for interview.

## **STRICTLY CONFIDENTIAL**

### **Disclosure of criminal background for posts requiring a DBS check**

#### **DBS Check**

Newlands Girls' School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm. All successful applicants will be subject to a standard or enhanced DBS disclosure prior to starting at Newlands Girls' School.

#### **DBS Update Service**

If you are registered with the DBS Update Service the school may be able to use this service to carry out the DBS check.

Are you registered with the DBS Update Service? Yes ☐ No ☐

If your application for this post is successful, do you consent to the School using the update service to check your DBS status? Yes ☐ No ☐

In order to enable us to use the Update Service we will need to see the ORIGINAL DBS Certificate which relates to your joining the DBS Update Service. Do you consent to us seeing this document? Yes ☐ No ☐

#### **Disclosure of Information**

Any information which you give will be strictly confidential and will be considered only in relation to this position.

Having current convictions does not automatically bar you from employment. The school will consider applicants on their merits and in relation to the post for which they are applying.

This post is exempt from the Rehabilitation of Offenders Act which means that some previous offences must be disclosed.

Please complete the disclosure of criminal background information requested above. If your application for this post is successful, you will not be able to commence employment until a satisfactory DBS check has been confirmed. The timescales for these checks are outside the control of the school.

**The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.**

**Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.**

**If you are unsure about whether you should be disclosing details please refer to the Nacro Criminal Record Support Service**

<https://www.nacro.org.uk/criminal-record-support-service/>

Further information can also be found via this link

<http://hub.unlock.org.uk/knowledgebase/filtering-cautions-convictions/>

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974

Yes ☐ No ☐

If Yes, please give details:

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

Yes ☐ No ☐

If Yes, please give details:

## DECLARATION

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

Signed.....Date.....

Print name in capitals.....

Position applied for.....

(When you have answered the above question please return this additional sheet with your application form. **If you have disclosed conviction information please place this sheet in a separate sealed envelope marked with: Your name & position applied for, and the following: DISCLOSURE INFORMATION – STRICTLY CONFIDENTIAL.** This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information).