

APPLICATION FORM FOR A TEACHING POST

Please leave blank for School use



SANDBACH SCHOOL

For photocopying purposes, this form should be completed in Black type or Black ink.

APPLICATION FOR APPOINTMENT AS \_\_\_\_\_

Please state where you first saw this post advertised: \_\_\_\_\_

PERSONAL DETAILS

Title \_\_\_\_\_ Surname \_\_\_\_\_

Forename(s) \_\_\_\_\_

Home address \_\_\_\_\_ Alternative address \_\_\_\_\_

\_\_\_\_\_

Post code: \_\_\_\_\_ Post code: \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Teacher no. \_\_\_\_\_ National Insurance No. \_\_\_\_\_

Threshold: Passed / Rejected / Applied for / not yet relevant (Please circle whichever applies)

PRESENT POST

Post (give title and brief details) \_\_\_\_\_

School/College (give name, group, type, age range and LEA) \_\_\_\_\_

Present Salary £ \_\_\_\_\_ Length of Service in present post \_\_\_\_\_

Point on National Pay Spine \_\_\_\_\_ Upper Pay Spine \_\_\_\_\_

- Please indicate points awarded for:
- Qualifications \_\_\_\_\_
  - Length of Service \_\_\_\_\_
  - Management Allowance \_\_\_\_\_
  - Recruitment/Retention \_\_\_\_\_
  - Advanced Skills Teaching Point \_\_\_\_\_

**EDUCATION AND TRAINING**

| <b>SECONDARY SCHOOLS</b><br>(including Sixth Form College)                              | <b>DATES</b> |           | <b>QUALIFICATIONS:</b> GCSE, AS, A2 etc.<br>(Please give grades and dates awarded) |
|---|--------------|-----------|--|
|   | <b>From</b>  | <b>To</b> |  |
|   |              |           |  |
| <b>HIGHER EDUCATION</b><br>(Including post graduate education/<br>vocational training). | <b>DATES</b> |           | <b>QUALIFICATIONS</b><br>(Please give grades and dates awarded).                   |
|   | <b>From</b>  | <b>To</b> |  |
|   |              |           |  |
| <b>OTHER QUALIFICATIONS</b><br>(Please continue on a separate<br>sheet if necessary)    | <b>DATES</b> |           | <b>AWARDING BODY</b>   |
|   |              |           |  |
|   |              |           |  |

**IN-SERVICE COURSES** List those attended during the last three years appropriate to your application.

| <b>DATE AND DURATION OF COURSE</b> <i>(Please continue on a separate sheet if necessary)</i> | <b>DETAILS</b> |
|--|----------------|
|  |                |

## **CAREER HISTORY**

Please give this starting with the most recent employment and including part-time as well as full-time employment. Indicate, with reasons, any breaks in your career history. Include any non-teaching employment other than student vacation jobs of no direct relevance to your application.

| <b>Dates of Employment</b> | <b>Name and type of Educational establishment</b><br>(or other employer) | <b>Title and scale of post</b><br>(including responsibilities, subjects and age range taught) |
|----------------------------|--|---|
|                            |  |   |

## **EXTRA CURRICULAR CONTRIBUTIONS AND INTERESTS**

Indicate extra curricular activities which you have regularly offered in your present post

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If appointed to Sandbach School, please indicate extra curricular activities which you would offer

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Please indicate your personal interests

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**REFEREES**

Give details of two referees willing to write on your behalf. One referee should be your present employer (or college tutor for student applicants).

|                  |           |           |
|------------------|-----------|-----------|
| <b>Name</b>      | <b>1.</b> | <b>2.</b> |
|                  | _____     | _____     |
| <b>Status</b>    | _____     | _____     |
| <b>Address</b>   | _____     | _____     |
|                  | _____     | _____     |
|                  | _____     | _____     |
| <b>Telephone</b> | _____     | _____     |
| <b>Fax</b>       | _____     | _____     |
| <b>E-mail</b>    | _____     | _____     |

**Give the date at which you could take up this post** \_\_\_\_\_

**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.

**DECLARATION**

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). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.’ Yes  No

If yes please give further information:

The information given on this form and within my letter of application is correct and complete to the best of my knowledge.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# Sandbach School 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**  **Civil Partnership**  **Single**

Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

**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)** \_\_\_\_\_

**Nationality (Please state):** \_\_\_\_\_

**How would you define your sexual orientation?**

**Bisexual**  **Gay**  **Heterosexual**  **Lesbian**  **Prefer not to say**

**What is your religious belief?**

**Buddhist**  **Christian**  **Hindu**  **Jewish**  **Muslim**  **Sikh**

**No religion**  **Other (please specify) :** \_\_\_\_\_ **Prefer not to say**

## Disability

The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled, and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.

Do you consider yourself to have a disability? Yes  No

#### The Rehabilitation of Offenders Act

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.

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. If between the completion of this application form and taking up a job within Sandbach School you are convicted of a criminal offence you must inform the School of this.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

#### Disclosure & Barring Service

Successful applicants will be asked to apply for a Disclosure & Barring Service check (Disclosure) from the Disclosure & Barring service.

A copy of the Disclosure & Barring Service Code of Practice is available on request.

Further information about the Disclosure process can be found at [www.gov.uk/disclosure-barring-service-check/overview](http://www.gov.uk/disclosure-barring-service-check/overview)

#### Independent Safeguarding Authority (ISA)

Have you been referred to the ISA 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: