# Job Application Form

## Teaching Staff

*Confidential*

### Information for Applicants:

Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**.

| | | |
|---|---|---|
| Please return your completed form to: | head@salterfordhouseschool.co.uk<br>0115 965 2127<br>Salterford House School<br>Calverton<br>Notts<br>NG14 6NZ | |
| The deadline for receipt of completed applications is: | | |

### Details of Post Applied For:

| | |
|---|---|
| Job Title | SEND Class Teacher |

### Personal Details:

| | | | |
|---|---|---|---|
| Title | | First Name(s) | |
| Surname | | Date of Birth | |
| If you have previously been known by another name, please specify: | | | |
| Address | | | |
| Contact Details | Please only include contact numbers or email addresses that you are happy for us to use. | | |
| | Daytime Contact Number: | | |
| | Evening Contact Number: | | |
| | Mobile Number (if different): | | |

| | | | | |
|---|---|---|---|---|
| | Email Address: | | | |
| Do you currently have the right to work in the UK? | | YES | NO | If no, please specify your circumstances below: |

| **Education and Qualifications:** | | | |
|---|---|---|---|
| Please also include any relevant professional qualifications. | | | |
| Name of Institution (e.g. School, College or University) | Dates Attended | | Courses/Subjects Taken and Examination Results or Award |
| | From (Month/Year) | To (Month/Year) | |
| | | | |
| | | | |
| | | | |

| **Employment History:** | | | |
|---|---|---|---|
| Please give details of **all periods of employment** you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary. | | | |
| Employer's Name and Address | Dates Employed From and To (Month/Year) | Position Held | Reason for Leaving |
| | | | |
| | | | |

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

| **Periods When Not Working:** | | |
|---|---|---|
| Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education. | | |
| Date From (Month/Year) | Date To (Month/Year) | Reason |
| | | |
| | | |
| | | |

**Statement of Application:**

You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application;
- Details of any relevant interests or activities.

**Referees:**

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us before submitting your application form.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee **must** be that employer.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as your referees.
- **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

| **Referee 1** | | **Referee 2** | |
|---|---|---|---|
| Title (Miss/Mr etc) | | Title (Miss/Mr etc) | |
| Name | | Name | |
| Occupation | | Occupation | |
| Address | | Address | |
| Tel. Number | | Tel. Number | |
| Fax Number | | Fax Number | |
| Email Address | | Email Address | |
| In what capacity do you know the referee? | | In what capacity do you know the referee? | |

| **Reasonable Adjustments to the Shortlisting Process:** |
|---|
| We welcome applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability. |
| |
| Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities. |

| **Declarations** | | | |
|---|---|---|---|
| I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. In some circumstances it could also result in a referral to the police. I have read the Job Applicant Privacy Notice and give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in that notice. | | | |
| Signature of Applicant | | Date | |
| If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.<br>**Thank you for your application.** | | | |
| **Retention of Application Forms:** As outlined in the Privacy Notice, it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. Please indicate if you are happy for us to use your application form in this way (highlight preferred option or type YES/NO): | | YES | NO |

# Declaration

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after sixmonths.

All appointments are subject to an Enhanced DBS disclosure. All required employment checks must be completed before an appointment can be finally confirmed.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headteacher. If you would like to discuss this beforehand, please telephone in confidence to the Headteacher for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exemptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. https://www.gov.uk/disclosure-barring-servicecheck

You should be aware that the School will institute its own checks on successful applicants for shortlisting with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently

Please delete one of the following statements:
**I do not have any criminal convictions, cautions or bind-overs.**
**I attach details of criminal convictions, cautions or bind-overs in a sealed envelope marked confidential.**

Delete as appropriate:
**Have you lived and / or worked overseas in the last five years Yes/ No**

I declare that:
• the information given on this form is true and complete to the best of my knowledge and belief.
• I am not disqualified from working with children or subject to sanctions imposed by a regulatory body and I have enclosed details of any convictions, cautions or bindovers if appropriate.
• I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
• I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
• I understand that, if successful, I shall be subject to enhanced clearance through the Disclosure and Barring Service (DBS), and be checked against the Children's Barred List.
• 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. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring website: (https://www.gov-.uk/government/organisations/disclosure-and-barring-service).
• Details of any unprotected criminal records should be provided in a separate sealed envelope marked 'Confidential – Disclosure' and for the attention of Ms K Venables Headteacher If applicable, this should be attached to your application form.
• I consent to the School making direct contact with the people specified as my referees to verify the reference.

Signed:

Date:

If you are completing this form electronically and are invited to interview you will be required to sign your application form at that stage.

**PRIVACY NOTICE**

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found with the application information and via the school office, which detail how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the all information from the application form in order to take a decision as to recruitment apart from the Equality Monitoring page:

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.