**Teaching Application Form**

*Beths Grammar School welcomes applications from all, regardless of sex, race, ethnic origin, responsibility for dependants and from people with disabilities.*

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| *Post Applied For:* |  | | | | | |
| **Section 1 – Contact Details** | | | | | | |
| *Surname:* |  | | *Previous Surname(s):* | |  | |
| *First Name(s):* |  | | *Mr/Mrs/Ms/Miss/Dr:* | |  | |
| *Present Address (including postcode):* |  | | | | | |
| *Telephone Number:* |  | | *Mobile Number:* | |  | |
| *Email:* |  | | | | | |
| *Home Address (if different from above):* |  | | | | | |
| *Telephone Number:* |  | | | | | |
| **Section 2 - References** | | | | | | |
| Please give the names, addresses, emails and telephone numbers for TWO referees one of whom is your present/most recent employer or PGCE Tutor, plus one other who can vouch for your professional work. *References will be taken up if you are shortlisted prior to interview.* | | | | | | |
| *School currently/most recently worked* | | | *Previous School/Course Tutor/Other Referee* | | | |
| *School ‘s Name:* |  | | *Establishment’s Name:* | |  | |
| *Referee’s Name:* |  | | *Referee’s Name:* | |  | |
| *Job Title:* |  | | *Job Title:* | |  | |
| *Address:* |  | | *Address:* | |  | |
| *Email:* |  | | *Email:* | |  | |
| *Telephone Number:* |  | | *Telephone Number:* | |  | |
| **Section 3 – Education/Qualifications (from age 16)** | | | | | | |
| *Name of School, College, University or Institute* | | *Date of Qualifying* | | *Qualifications – please state subjects and grades* | | *From and To* |
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| **Teacher Training –** please indicate below which age range and subject(s) you are qualified to teach | | | | | | |
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| **Section 4 – Status and Registration Details** | | | | | | |
| *Do you have Qualified Teacher Status?* | | | Yes/No *If Yes, please give date of award:* | | | |
| *Have you successfully completed a period of induction as a qualified teacher in this country where the DfE require this?* | | | Yes/No  *If Yes, please give date of completion:*  *If No, have you ever commenced a period of induction? If Yes, please give details* | | | |
| *Teacher Number:* | | |  | | | |
| **Section 5 – Employment Record** | | | | | | |
| Present or most recent School/College/Employer | | | | | | |
| *Full Name of Establishment:* |  | | | | | |
| *Address and Postcode:* |  | | | | | |
| *Type of School:* |  | | *Local Authority:* |  | | |
| *Number of Students:* |  | | *Age range of students:* |  | | |
| *Main Subjects Taught:* |  | | *Position Held:* |  | | |
| *Full/Part Time:* |  | | *Date Appointed:* |  | | |
| *Notice Required:* |  | | *Scale/Grade:* |  | | |
| *Present Salary:* |  | | *Details of any Allowances:* |  | | |
| *Have you passed through the threshold (if applicable)* | | |  | *Date:* |  | |
| Previous Teaching Employment (please list most recent first and indicate any unqualified posts) | | | | | | |
| *Name of Establishment* | *Type and Size of School/ College* | *Dates Employed from and to* | | *Position* | | *Salary FT/PT* |
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| Employment other than Teaching | | | | | | |
| *Name of Employer* | *Dates Employed from and to* | *Type of work* | | *Position* | | *Salary FT/PT* |
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| **Section 6 – Relevant Experience and Skills** | | | | | | |
| On a separate sheet, please indicate how you satisfy the criteria set out in the Person Specification drawing on evidence from your personal and work experience (paid or unpaid), education and training. Particular attention should be given to providing examples against each competency listed. | | | | | | |

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| **Section 7 – Rehabilitation of Offenders Act: Declaration of Criminal Offences** | | | | |
| You must give details of any offences, convictions, cautions or bind overs you have, or any court cases pending. Include details of all convictions spent or otherwise as jobs that involve access to persons under 18 are exempt under the ‘Rehabilitation of Offenders Act of 1974’ by virtue of the Exception Order. | | | | |
| *Have you ever been convicted of a criminal offence or the subject of a Caution or Bound Over Order?* Yes/No *Are you currently undergoing criminal investigation?* Yes/No | | | | |
| *If yes, please give details of conviction(s) and date(s)* | | |  | |
| **Section 8 – Dismissal or Disciplinary Action** | | | | |
| *Have you ever been dismissed or resigned from a position pending disciplinary investigations taking place? If yes please give details on a separate sheet.* | | |  | |
| **Section 9 – Asylum and Immigration Act 1996** | | | | |
| *Do you have the legal right to live and work in the UK?* | | | | Yes/No |
| *Please give your National Insurance Number:* | | | |  |
| **Section 10 – Data Protection Declaration** | | | | |
| Under the terms of the Data Protection Act 1998 the information in this application and monitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personnel management purposes.  If you are unsuccessful this information may be retained for at least 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against legal challenge to the fairness of the selection process from any interested party.  The information you have provided on this form may also be used in the prevention and detection of crime and fraud, or shared with other bodies administering public funds solely for this purpose.  I understand the information above and hereby:   1. Declare that the information provided in this application and monitoring form is correct to the best of my knowledge and belief. I understand that any false statements on this form will justify withdrawal of an offer of appointment or my dismissal. 2. Agree that the information I give in connection with this application for employment may be stored and processed for the purpose stated above. 3. Confirm that I am in possession of the certificates I claim to hold, and consent to any checks deemed necessary in connection with my application as detailed in the information provided. 4. Agree to my previous employers being consulted regarding my sickness and disciplinary record and give my consent for my previous employers to disclose this information after I have been offered employment. 5. Agree that if my application is shortlisted, I will be subject to an online search being completed prior to interview. | | | | |
| *Do you agree with the conditions stated in the declaration above?* | |  | | *Date:* |
| *Signature:* |  | | | |

**RECRUITMENT MONITORING FORM**

Job Title: Applicant Number: (For School Use Only)

Beths Grammar School is committed to a policy of equality and diversity for all staff regardless of race, religion, sex, sexual orientation, disability or any other factor. Our Equality Policy demonstrates a commitment to all job applicants. With this in mind, all stages of the recruitment process will be monitored.

*This sheet will be separated from your application form upon receipt and will not be made available to those involved in the selection process.*

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| **Personal Details – tick where appropriate** | | | | |
| **A. Gender** | Male | | Female | |
| **B. Age** | Date of Birth: | | Age: | |
| **C. Ethnic Group** | **a. White** | | **b. Mixed** | |
| British | | White and Black Caribbean | |
| Irish | | White and Black African | |
| Any other White background  Please give details: | | White and Asian | |
| Any other Mixed background  Please give details: | |
| **c. Asian or Asian British** | | **d. Black or Black British** | |
| Indian | | Caribbean | |
| Pakistani | | African | |
| Bangladeshi | | Any other Black background  Please give details: | |
| Any other Asian background  Please give details: | |
|
| Chinese | |
| Any other, please give details: | |
| **D. Nationality:** | |
| **E. Religion** | Christian | Hindu | | Jewish |
| Muslim | Sikh | | Buddist |
| Jehovah Witness | Any Other Religion | | None |

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| **Disability** | |
| Would you describe yourself as having a disability or medical condition that affects your day-to-day activities? |  |

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| **Advertising Monitoring** |
| How did you hear about this vacancy?  Please list which publication or internet site: |

I understand that the Data Protection Declaration in Section 9 applies to this monitoring form as well as the main application form.

Signed: Date:

*Thank you for completing this application form, please return it to Beths Grammar School.*