Internal use only
Reference no:
Date received:

Employment Application Form: Teacher

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type.

Please note that this application form must be completed even if you are submitting a copy of your CV.

Vacancy job title:	

Part 1: Information for Shortlisting and Interviewing

First names …….. **Surname** ……..……

1. Letter of Application

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

2. Current/Most Recent Employment: If Teaching

Name, address and telephone number of school:	
Type of school:	Boys: ☐ Girls: ☐ Mixed: ☐ Age range: Number on Roll:
Type of school: *(e.g. Community, Aided, Academy, Foundation, Free School, Independent, etc.)*	
Job title: *Please enclose a copy of the job description, if possible*	
Subjects/age groups taught:	
Date appointed to this post:	
Salary:	

Date available to begin new job:	

3. Current/Most Recent Employment: If Non-Teaching

Name, address and telephone number of employer:	
Job title: *Please enclose a copy of the job description, if possible*	
Date appointed to this post:	
Salary:	
Date available to begin new job:	

4. Full Chronological History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job title or position	Name and address of school, other employer, or description of activity	Number on roll and type of school, if applicable	F/T or P/T	Dates (DD/MM/YYYY)		Reason for leaving
				From	To	

Please enclose a continuation sheet if necessary.

5. Secondary Education and Qualifications

Name of school/college	From	To	Examination passed (i.e. A Level, GCSE), subject and grade with date

6. Further or Higher Education

Name and address of university, college and/or university education department	Dates		Full or part-time	Courses/subjects taken and passed	Date of examination and qualifications obtained	Age groups for which trained
	From	To				

7. Professional Courses Attended as a Teacher

Please list relevant courses attended in the past 3 years.

Subject	Organising body	Date(s)	Duration

8. Other Relevant Experience, Interests and Skills

9. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is "time expired" if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe In Education statutory guidance.

First Referee

Title and name:	
Address and postcode:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview

Yes ☐ No ☐

Second Referee

Title and name:	
Address and postcode:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview

Yes ☐ No ☐

10. Reference declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with you
- Details of your post and salary
- Performance history
- Formal warnings
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any child protection concerns and if so, the outcome of any enquiry.
- Whether the referee has any reservations about your suitability to work with children. If this becomes apparent, the referee will be asked for these specific concerns

By signing the below I consent to my named referees being contacted in accordance with the above.

Sign:	
Print:	
Date:	

You have the right to withdraw your consent at any time and can do so by informing your key contact

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Part 2

Internal Ref. No. _____

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

11. Personal Information

1. Surname or family name:	
2. All forenames:	
3. Title:	
4. Date of birth:	
5. Current address:	
6. Postcode:	
7. Home telephone number:	
8. Mobile telephone number:	
9. Email address:	
10. DfE reference number:	
11. Do you have a current full clean driving licence? *Only applicable for posts that require driving*	Yes ☐ No ☐ N/A ☐
12. Do you require sponsorship (previously a work permit)?	Yes ☐ No ☐ If YES please provide details under separate cover.

12. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the School's policy to require all applicants for employment to disclose any previous 'unfiltered' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. If you are invited to interview, you will be required to disclose details of all relevant convictions, adult cautions or other matters which may affect your suitability to work with children by completing a "Disclosure of Criminal Record" form and bringing the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of relevant details will not automatically prevent you from consideration for the post. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed.

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

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

Unlock – http://hub.unlock.org.uk/contact/

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Year Provision of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly with the management of such childcare.

Please note, it is a criminal offence to apply for this post of employment which will include working in regulated activity relevant to children and young people if you are barred from engaging in regulated activity relevant to children.

13. Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

14. Data Protection

The information collected on this form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Data Protection Policy which can be found on the Elliot Foundations website.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

15. Notes

(a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".

(b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

(c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

(d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

16. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of Applicant: _____

Print Name: _____

Date: _____