



### TEACHING APPLICATION FORM

Please use black ink/ print when completing this form

1. Application for the post of  (as advertised)  
 at (School/ establishment)

2. Last Name  First Names   
 Title  Any Previous Last Names   
 Address  Post Code:   
 Daytime Tel No.  Evening /Mobile Tel No.   
 E-mail

3. **Education and qualifications** (If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given.

**(a) Secondary / Further Education**

Name of school/college	Dates		Subject and Qualification	Grade and date awarded	
	From	To			

**(b) Higher Education and Courses leading to other relevant qualifications**

Such as those leading to qualified status or graduate status and to membership of professional institutions.

Higher Education: Establishments attended	Dates		Qualification obtained and date of award	Subjects	
	From	To		Main	Subsidiary

**4. Present appointment**

School/College/  
Establishment

Local Authority  
(if applicable)

Number on Roll

Post Held (specify any additional allowances)

(If part-time, please give details)

Date appointed

Subjects, age groups taught  
and other responsibilities

Notice required and / or date available if appointed

Current Gross Salary £

**5. Previous experience** If part-time appointment please state. A separate curriculum vitae should **not** be enclosed in substitution. **A continuous employment history is required from when you left full time education.**

**(a) Teaching (most recent employment first)**

Local Education Authority and School/College	Type of School	No. on Roll	Age Range	Status of Post, subjects taught	Reason for Leaving	Inclusive Period (month & year)	

**(b) Other paid employment (including Service in H.M. Forces, industry). State responsibilities and reasons for leaving. Please indicate details of gaps in employment here.**

**6a. Statement in support of application.**

Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification

Applicants should confine this to two sides of A4. An additional letter is not required.

A large empty rectangular box with a black border, intended for the applicant to write their statement in support of application.

[Empty box for statement]

**6b. Statement to illustrate how your experience meets the threshold criteria of the school - (relevant only if the post for which you are applying sits on the Upper Pay Range).**

Please provide evidence of how your experience, skills and abilities demonstrate that you are 'highly competent' and have a 'sustained' impact on teaching and learning across the school.

In addition, you must also illustrate how your experience meets the school's threshold criteria, which are as follows:  
**[insert school criteria]**

Applicants should confine this to one side of A4. An additional letter is not required.

A large, empty rectangular box with a thin black border, occupying most of the page below the text. It is intended for the applicant to write their response to the criteria listed above.

**7. Confidential References (Please ensure referees know this reference is being requested)**

Names, addresses and status of two referees (one of whom, if employed, must be your present manager e.g. your Headteacher). References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns.

<b>(1) Present Employer</b>
Name
Address
Tel No (inc. STD code)
Fax No
Email address
Occupation

<b>(2)</b>
Name
Address
Tel No (inc. STD code)
Fax No
Email address
Occupation

**8. Further information**

National Insurance No.

Teacher Reference Number  (7 digit number)

Qualified Teacher Status? YES  NO  Date

Statutory induction year completed? (if qualified after 7 May 1999) YES  NO  Date

Would you require sponsorship (previously a work permit) to take up this post? YES  NO  Date

Where did you see the advertisement for this post?

**9. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are "spent". 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 Service website : <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Please complete the following questions, taking into account the DBS filtering guidance.

Have you ever been convicted of any criminal offences, warned or reprimanded or been officially cautioned in relation to any such offence? YES  NO

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership)? YES  NO

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

**PLEASE NOTE;**

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service** (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.**
- Copies of the County Council's policy on the employment of ex-offenders, the DBS Code of Practice and the school's policy on criminal records checks are available on request.
- With effect from 17<sup>th</sup> June 2013 criminal records certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the Data Protection Act 1998. The Local Authority abides by the DBS Code of Practice which does not allow for the photocopying and retention of the full DBS Disclosure certificate.

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**10.** Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Hampshire Children's Services Department, or a governor or senior employee of a school maintained by this Authority. **YES / NO.** If YES, please state the nature of relationship and the name of the County Councillor, senior member of Hampshire Children's Services Department, governor or senior employee of the school.

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**11.** I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes in accordance with the Data Protection Act 1998. This may include analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

Where applicable, I will be subject to the regulations on political restrictions as defined in Local Government and Housing Act 1989.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate

Date

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*August 2013*