|  |  |  |  |
| --- | --- | --- | --- |
| |  |  | | --- | --- | | CONTENT | William Farr Church of England  Comprehensive School  Lincoln Road  Welton  Lincoln  LN2 3JB |  Headteacher: Mr J Knowler | Teaching APPOINTMENT: Confidential |
| For Official Use Only |
| Acknowledged: |
| Interview Date: |
| Time: |
| Result Notified: |

# This form should be completed in black ink or typescript.

# Separate sheets of information may be attached where necessary.

|  |  |
| --- | --- |
| POST APPLIED FOR: | |
| CLOSING DATE: | HOW DID YOU HEAR OF THIS VACANCY? |

# Section A – Personal Details

|  |  |
| --- | --- |
| SURNAME: (Proof of identity will be required at interview, e.g. passport)  ADDRESS: | FORENAME(S) IN FULL: |
| NATIONAL INSURANCE NUMBER: |
| TEACHER REFERENCE NO: |
| CURRENT DRIVING LICENCE: **YES / NO** |
| TELEPHONE NO HOME: WORK (IF IT MAY BE USED): | |
| E-MAIL ADDRESS: | |
| DO YOU HAVE THE RIGHT TO WORK IN THE UK? **YES / NO** | |
| IF APPROPRIATE, PLEASE STATE THE EXPIRY DATE OF YOUR  EXPIRY DATE:  RIGHT TO WORK IN THE UK AND/OR YOUR WORK PERMIT | |
| ***Note: You will be required to provide evidence of your right to work in the UK if we make you an offer of employment*** | |

# Section B – Present Post (if applicable)

|  |  |
| --- | --- |
| PRESENT POST: | |
| DATE APPOINTED: | **FULL-TIME / PART-TIME** (IF PART-TIME, HOURS PER WEEK): |
| POINT ON SALARY SCALE (M1 – U3): | TLR RESPONSIBILITY POINT (if any): |
| NAME & ADDRESS OF EMPLOYER: | NAME AND ADDRESS OF LOCAL AUTHORITY (if applicable): |
| TELEPHONE NUMBER: | TELEPHONE NUMBER: |
| TYPE OF SCHOOL: | SINGLE SEX / MIXED: |
| NUMBER ON ROLL: | SUBJECTS/AGE RANGE TAUGHT: |
| SUMMARY OF MAIN DUTIES: | |

# Section C - Teaching Qualifications (Certificate/s Required)

|  |  |
| --- | --- |
| DATE QUALIFICATION AWARDED: (Month & Year) | |
| DATE OF COMPLETION OF PROBATION: | |
| MAIN SUBJECT(S) OFFERED: | SECOND SUBJECT(S) OFFERED (IF APPLICABLE): |

# Section D – Education and Training (Secondary/Further Education)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME OF SECONDARY SCHOOL | DATES | | QUALIFICATIONS GAINED | | | |
| FROM | TO | SUBJECT | LEVEL | GRADE | DATE |
|  |  |  |  |  |  |  |

# Section D – Higher Education/ Teacher Qualifications

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME OF COLLEGES/  UNIVERSITIES | DATES | | F/T  or  P/T | QUALIFICATION GAINED | | |
| FROM | TO | TITLE & SUBJECT | CLASS | DATE |
|  |  |  |  |  |  |  |

# Section E – Membership of Professional Bodies

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME OF PROFESSIONAL BODY | MEMBERSHIP GRADE | WAS MEMBERSHIP GAINED THROUGH EXAMINATION? | WHERE? | DATE |
|  |  |  |  |  |

Section F – In-Service Training Attended in the Last 3 Years

|  |  |  |
| --- | --- | --- |
| COURSE | QUALIFICATION GAINED | DATES |
|  |  |  |

# Section G – Previous Employment

(Please list in chronological order beginning with the most recent).

Please give a detailed explanation of any gaps in employment, attaching additional sheets if necessary. William Farr School reserves the right to confirm information given here.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF EMPLOYER | POST TITLE / FULL OR PART TIME | DATES (MONTH AND YEAR) | |
| FROM | TO |
|  |  |  |  |

# Section H - Non-Teaching Employment

Please give details, including dates of other employment or occupations (including HM Forces) and present post, if applicable. Please give a detailed explanation of any gaps in employment.

(Please attach additional sheets if necessary). William Farr School reserves the right to confirm information given here.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF EMPLOYER | POST TITLE / FULL OR PART TIME | DATES (MONTH AND YEAR) | |
| FROM | TO |
|  |  |  |  |

# Section I – Disability Confident

Do you have a disability you wish us to know about at this stage? YES 🞏 NO 🞏

Are you seeking an interview under the disability symbol scheme? YES 🞏 NO 🞏

Will you need any assistance at interview e.g. sign language, interpreter, YES 🞏 NO 🞏

access to buildings? (if YES please specify your actual need below)

**EQUAL OPPORTUNITIES POLICY:** *William Farr Church of England Comprehensive School is working towards a positive policy of equal opportunity. The School aims to end discrimination wherever it may exist. All disabled applicants who meet all of the essential criteria of the person specification will be invited to interview.*

# Section J – Criminal Offences (Please read this section carefully)

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These 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 Ministry of Justice website.

**Applicants should note that providing false information to obtain employment is a criminal offence.**

William Farr Church of England Comprehensive School is committed to safeguarding the welfare of our students. Enhanced Disclosure and Barring Service Checks will be carried out on all successful applicants.

Disclosure of a criminal record will not necessarily debar you from employment with William Farr Church of England Comprehensive School, this will depend upon the nature of the offence(s), frequency and when they occurred.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Please note that it is a condition of your employment that you inform the School if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.

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# DBS Update Service

|  |  |
| --- | --- |
| Are you a registered member of the DBS Update service through payment of an annual subscription? **YES / NO** | |
| If **Yes**, do you give consent to William Farr Church Of England School and/or the HR provider to carry out a Status Check on sight of your original certificate? **YES / NO** | |
| To enable a Status Check to be carried out, please provide the following information: | |
| APPLICANT’S SURNAME (**as shown on DBS Certificate**):  DATE OF BIRTH:  DBS CERTIFICATE NUMBER: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

# Section K– Outside Interests and Activities

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ALL APPOINTMENTS ARE SUBJECT TO THE SATISFACTORY COMPLETION OF A 6-MONTH PROBATIONARY PERIOD

# Section L – Referees

References will normally be taken up from your present Headteacher or present employer. If appropriate your referees should cover the last 5 years of employment. An additional reference will be required if the 2 referees do not include working with children.

|  |  |
| --- | --- |
| PRESENT / LAST EMPLOYER ***(Please indicate which)***  1. NAME: | PRESENT / LAST EMPLOYER ***(Please indicate which)***  2. NAME: |
| ADDRESS: | ADDRESS: |
| STATUS: | STATUS: |
| TELEPHONE: | TELEPHONE: |
| E-MAIL: | E-MAIL: |

ARE YOU, TO YOUR KNOWLEDGE, RELATED TO ANY EMPLOYEE OR GOVERNOR AT THE SCHOOL? YES/NO

|  |  |
| --- | --- |
| NAME: | RELATIONSHIP: |
| POSITION HELD: | |

Providing any misleading or false information to support your application, or canvassing governors or staff directly or indirectly, will disqualify you from appointment or, if appointed, will render you liable to dismissal without notice.

# Disclosure and Barring Service

Successful candidates will not be permitted to take up their appointments until they produce a DBS clearance which is acceptable to the school.

Where the school considers the DBS clearance is not satisfactory, any offer of employment will be withdrawn.

# Declaration

1. The information I have given on this form is true and accurate to the best of my knowledge.
2. I have read, or had explained to me, and understand all the questions on this form.
3. I understand that under legislation for the Disclosure and Barring Service (DBS), if offered the post, I will be asked to agree to a check being made by the Disclosure and Barring Service about the existence and content of a criminal record.
4. I understand that I will be required, if I am offered the post, to submit a pre-employment medical questionnaire.
5. If offered the post, if I give any false information on this form, it may lead to the offer of employment being withdrawn or my dismissal.

|  |  |  |
| --- | --- | --- |
| SIGNATURE OF APPLICANT | | DATE |
|  |  | |

(NB: If you are completing this application electronically, you will be asked to sign the form if you are invited for interview)

**THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUTEERS TO SHARE THIS COMMITMENT.**