



## CONFIDENTIAL APPLICATION FORM (TEACHING POST)

SPF35  
v3

All successful applicants will be required to provide information to support an Enhanced Disclosure and Barring Service (DBS) Check and Barred Lists check.

We will seek references on all short-listed candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

We will ask your most recent / previous employer (or voluntary organisation) about any disciplinary offences relating to children, including any for which the penalty is "time expired", and whether you have been the subject of any safeguarding concerns and if so, the outcome of any enquiry or disciplinary procedure.

**Position applied for**

**Personal Information**

First Names

Surname

Current address in full  
including postcode

Home telephone number

Mobile number

E-mail address

National Insurance Number

Are you eligible to work in the UK?

Note: Permission to work with a previous employer or in a previous post is not transferable

All applicants selected for interview will be required to provide evidence of their right to work in the UK. Those selected will be given details of the documentation to bring with them to the interview. We will ask to see the documents only after the interview has concluded.

**Equal opportunities**

We will shortlist candidates for interview based only on the information received on this application form. All shortlisted candidates will be asked to advise us if they have a disability which will require us to make adjustments for the interview. You are asked not to attach the Protected Characteristics Monitoring Form to your application form although you may return them in the same envelope. This will allow us to ensure that the information provided does not influence our recruitment decisions.



Teacher Reference Number:

**Qualified Teacher Status**

Do you have Qualified Teacher Status in England and Wales?

If Yes, on what date was it obtained?

Who was the Awarding Body?

**Teaching qualifications obtained or still in progress**

Name of college / university

Address of college / university 1

Attended college / university 1 from

to

Degree / PGCE / Other	Grade / Class (state if still in progress)	Main subject and age range

Name of college/university

Address of college/university 2

Attended college/university 2 from

to

Degree/PGCE/Other	Grade/Class (state if Still in progress)	Main Subject & age range

Teachers qualifying after 1<sup>st</sup> May 2000 - If you have passed any of the Skills Tests, please state below

Date Numeracy passed	Date Literacy passed	Date ICT passed

**National Professional Qualification for Headship (NPQH)**

Do you hold the NPQH?

If Yes, on what date was it obtained?

Are you working towards the NPQH?

If Yes, expected completion date?



## Induction Period

Have you satisfactorily completed the Statutory Induction Period?

If **No**, please indicate the reason by selecting one of the statements below:

Induction Period not applicable (e.g. QTS obtained on or before 7.5.99, unqualified teacher

Induction Period not yet started (applying for first post as a qualified teacher)

Induction Period partially completed

Induction Period extended

Induction Period failed

## Relevant Short Courses attended in past 5 years

Course title and organiser	Dates attended	Any other relevant information



Please continue on a separate sheet if necessary

**Details of most recent teaching appointment**

Name of school

Address

Type of School

Local Authority

Starting Date  Leaving Date

Job Title

Employment Status  Part - Time  Full - Time  Hours worked per week

Current Salary  Scale  Point on scale

Allowance(s) awarded & level of payment

Have you passed the Threshold Assessment? 

YES	NO	Applied for	Not Applicable
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Reason for leaving

**Education (Schools attended since age 11) please continue on a separate sheet if necessary**

Name of school 1

Address of school 1

Attended from  to

Name of school 2

Address of school 2

Attended from  to



### School examinations

Subject	Result	Awarding Body

**Further Education and training excluding teaching qualifications** please continue on a separate sheet if necessary

Name of college / university 1

Address of college / university 1

Attended college / university 1 from  to

Name of college / university 2

Address of college / university 2

Attended college / university 2 from  to

**College/University examinations excluding teaching qualifications - state if still in progress**

Subject / Qualification	Result	Awarding Body



**Previous Employment (and unemployment) – since leaving secondary school**

Please include details of your most recent employment (and unemployment) first and use the spaces below to give details of other employment (and unemployment) since leaving secondary school, working backwards from the most recent. You must include details of all part-time employment and voluntary work and also explain any gaps in your employment history. Please answer all questions and continue on a separate sheet if necessary.

Present / last employer

Address

Type of school (if applic.)  Size (if applic.)

Local Authority (if applic.)

Starting date  Leaving date

Job title  Salary

Employment status  Part-time  Full-time Hours worked per week

Reason for leaving

**Previous employer**

Address

Type of school (if applicable)

Local Authority (if applicable)

Starting date  Leaving date

Job title  Salary

Employment status  Part-time  Full-time Hours worked per week

Reason for leaving



**Previous employer**

Address

Type of school (if applicable)

Size (if applicable)

Local Authority (if applicable)

Starting date

Leaving date

Job title

Salary

Employment status

Part-time

Full-time

Hours worked per week

Reason for leaving

Previous employer

Address

Type of school (if applicable)

Size (if applicable)

Local Authority (if applicable)

Starting date

Leaving date

Job title

Salary

Employment status

Part-time

Full-time

Hours worked per week

Reason for leaving

If offered this position, would you continue to work elsewhere?

YES

NO

If yes, please give details



Please state how your knowledge, skills and abilities, or any other factors, relate to the criteria listed on the Person Specification sent to you with the Job Information Pack.

Please continue on a separate sheet if necessary





What specialisms and additional skills could you bring to the school?

Describe a professional challenge you have faced in recent years; What were the key issues? How did you deal with it? How did the situation make you feel? What would you do differently next time?

What do you understand by the term 'Whole Education' and how relevant do you believe it is to the way that you carry out your teaching and learning responsibilities?



Do you read or speak any language other than English?

 YES NO

If yes, which languages?

Are you related to, or have a close, personal relationship with any employee, Director, elected member or Governor of Langley Hall Primary Academy?

 YES NO

If yes, please give details

### References

Please give the names and addresses of two people who have recent professional knowledge of your work (i.e. not solely friends or relatives), to whom reference may be made. These referees must be able to comment on your skills and abilities to carry out the duties of the post for which you are applying and will be sent a copy of the Job Description. One of these referees must be your current or last employer. If you are not currently working with children, but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children.

In providing these details you release Langley Hall Primary Academy and referees from any liability caused by giving and receiving information.

#### Reference 1

#### Reference 2

Name		Name	
Address		Address	
Job Title		Job Title	
Contact Number		Contact Number	
Email		Email	

Our normal practice is to take up references prior to interview. Are you willing to allow us to contact the person listed as Reference 1?

Our normal practice is to take up references prior to interview. Are you willing to allow us to contact the person listed as Reference 2?

**Please note: If you do not allow us to take up references prior to interview, you should be aware that you may not be shortlisted.**

Please state any dates that you would not be available for interview



## Declaration of unspent and spent criminal offences

### **BEFORE COMPLETING THE FINAL PART OF THE APPLICATION FORM, PLEASE READ THE FOLLOWING NOTES CAREFULLY**

It is the policy of this Academy to require successful applicants for certain posts to disclose certain information on any previous criminal record that they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the Academy, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In many cases, a particular conviction will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for the post, the Academy complies with the Disclosure and Barring Service (DBS) Code of Practice.

You must give details on this form of any convictions or cautions you have or any court cases that you have pending. Under the provision of The Rehabilitation of Offenders Act 1974, job applicants do not have to disclose information on certain convictions after a set period of time, i.e. when they become 'spent'. However, in accordance with The Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012, staff employed to work in schools are engaging in a Regulated Activity and therefore required to disclose all spent and unspent convictions.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended in 2013) by SI2013 1198. Applicants are therefore not entitled to withhold any information about convictions which for other purposes are 'spent' under the provisions of the Act unless they fall under the new definition of 'protected'. The Governing Body will use information provided by the Disclosure and Barring Service (DBS) when assessing your suitability for such jobs. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Governing Body. Any information you give us about convictions will be kept confidential and will only be considered in relation to the job for which you are applying.

Therefore, if you have been convicted of a criminal offence in the past (including any convictions in a Court of Law outside Great Britain) you must give details (convictions, date and sentence) below. Do not forget to include any pending convictions and indicate that they are pending.

**If you have no convictions please write "none" and sign the form. If you have any queries about the completion of the form, please contact the telephone number given in the application pack.**

All information given will be treated in the strictest confidence. Following receipt of this information you may be contacted to discuss the information you have given.

I certify to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, it may automatically disqualify me from appointment or may render me liable to instant dismissal without notice.

**Please note an Enhanced DBS check and Barred List Check will be required for successful candidates.**



**Declaration of unspent and spent criminal offences that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI2013 1198.**

Nature of offence	Name of Court	Date of Conviction	Sentence

Please continue on a separate sheet if necessary

**Declaration**

I confirm that I have completed all sections of the form and the information given on this form is, to the best of my knowledge, true and complete.

I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.

I confirm that I am not barred, either totally or to a limited extent, from employment involving regular contact with children, young persons or other vulnerable people, nor subject to any sanctions or conditions on my employment imposed by the Disclosure and Barring Service (DBS), the Secretary of State or any regulatory body.

I agree that if any of the information provided by me on this form changes, I will contact Langley Hall Primary Academy to update the information, in confidence.

I understand that canvassing elected members of the Langley Hall Primary Academy, Governors/ Directors or Langley Hall Primary Academy staff, directly or indirectly for any appointment, will disqualify my application.

In accordance with the Data Protection Act 2018, I agree that information I have provided may be held and used for personnel reasons.

Signed \_\_\_\_\_ Date \_\_\_\_\_