

APPLICATION FORM TEACHING STAFF



This form must be completed **in full** by all applicants. Additionally, you may also enclose a CV.

Post applied for: [Click here to enter text.](#)

Personal Information

Title: Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ **Other:** [Click here to enter text.](#)

Surname: [Click here to enter text.](#) **Forename(s):** [Click here to enter text.](#)

Previous Surname: [Click here to enter text.](#) **Preferred Name:** [Click here to enter text.](#)

Current Address: [Click here to enter text.](#) **Postcode:** [Click here to enter text.](#)

[Click here to enter text.](#)

Telephone (Daytime): [Click here to enter text.](#) **Telephone (Evening):** [Click here to enter text.](#) **Mobile:** [Click here to enter text.](#)

Email: [Click here to enter text.](#) **National Insurance No:** [Click here to enter text.](#)

Do you have the right to work in the UK? Yes ☐ No ☐ **Visa details (where appropriate, include any expiry date):** [Click here to enter text.](#)

Teacher Details

DfE reference number (where applicable):

Do you have QTS Status? Yes ☐ No ☐ N/A ☐

Have you completed your probationary year? Yes ☐ No ☐ N/A ☐

Career History – please give full details of your previous employment, self-employment and unpaid work since leaving secondary education, starting with your current/most recent job.

From (MM/YYYY)	To (MM/YYYY)	Name & address of employer	Position Held	Reason(s) for leaving
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Gaps in employment History

Please provide a brief explanation for any time when you were neither working nor in full-time education:

[Click here to enter text.](#)

Office use only: Verified? Yes ☐ No ☐

Previous employment Matters

Has your current or previous employer instigated disciplinary proceedings against you which have resulted in a warning or other disciplinary action which is still 'live'?

Yes ☐ No ☐ If **YES**, please give details, including any pending proceedings, on a separate sheet.

Education & Qualifications – from GCSE or IB/A level (or equivalent) onwards				
From (MM/YYYY)	To (MM/YYYY)	Name of School/College/University	Qualifications gained Subjects & grades	Date qualification awarded
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Other training & skills
<p>Do you have any other training or qualifications relevant to this post?</p> <p>Click here to enter text.</p> <p>Some positions require you to have a valid driver's licence. If relevant, please complete the questions below:</p> <div> <div> 1. Do you hold a full driving licence? 2. Please specify country of issue? 3. Do you hold a D1 licence (minibus)? 4. Do you have any endorsements on your licence? </div> <div> Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please go to item 2. Click here to enter text. Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, to be discussed at interview) </div> </div>

Other Information
<p>How many weeks' notice must you give your current employer? Click here to enter text.</p> <p>If you have a disability, are there any special arrangements that would be required to enable you to attend an interview?</p> <p>Click here to enter text.</p>

References
<p>Please provide the names and contact details of three professional referees who can provide references relating to your suitability for the post. One of the referees must be your current / most recent employer, and must include the last school you have worked in, if applicable. If this is your first job application since completing full time education, one referee must be your school teacher or tertiary education tutor. References must be from a senior person with appropriate authority and knowledge of safeguarding and disciplinary matters. References from friends or relatives will not be accepted. If you have worked with children (either paid or on a voluntary basis) those employers will be asked about any disciplinary offences relating to children or if you were the subject of any child protection concerns.</p> <p>Candidates who have lived abroad in the last five years will be required to seek good conduct references, or equivalent from the countries in which they lived (normally for a period of 3+ months), as a pre-requisite of employment. Guidance on this can be found on https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</p> <p style="text-align: right;">Continued on page 3</p>

A referee must be a senior person with appropriate authority and knowledge of safeguarding/disciplinary matters			
First Referee – can this referee be approached before first interview?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name	Click here to enter text.	Name of organisation	Click here to enter text.
Position	Click here to enter text.	Address	Click here to enter text.
Relationship	Click here to enter text.		Click here to enter text.
Email (work)	Click here to enter text.	Telephone (work)	Click here to enter text.
Second Referee – can this referee be approached before first interview?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name	Click here to enter text.	Name of organisation	Click here to enter text.
Position	Click here to enter text.	Address	Click here to enter text.
Relationship	Click here to enter text.		Click here to enter text.
Email (work)	Click here to enter text.	Telephone (work)	Click here to enter text.
Third Referee – can this referee be approached before first interview?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name	Click here to enter text.	Name of organisation	Click here to enter text.
Position	Click here to enter text.	Address	Click here to enter text.
Relationship	Click here to enter text.		Click here to enter text.
Email (work)	Click here to enter text.	Telephone (work)	Click here to enter text.

Supporting Statement – Please explain how you feel you meet the requirements of the job and person specification. Additionally, you may enclose a letter of application.

Click here to enter text.

Disclosure and Barring Service Checks - Declaration

Are you registered with the DBS Update Service? Yes ☐ No ☐

St Clare's complies fully with the DBS Code of Practice.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen by the HR Department. Disclosure will usually be kept until conclusion of the application process and a short period thereafter before being destroyed. If you would like to discuss this beforehand, please telephone in confidence to the HR Department for advice.

Please disclose any unspent or 'unprotected' spent convictions, cautions, reprimands or warnings, including any disqualifications or sanctions in relation to working with children. Please note that the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

You should also let us know if you are currently the subject of any Police Investigations following allegations made about you. Any information disclosed will be considered proportionately and will not necessarily prevent employment but may need to be taken into account.

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.

Failure to declare any convictions, cautions, reprimands or warnings (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Please tick one of the following boxes: **I have nothing to declare** ☐ **I enclose a confidential statement** ☐

Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process (full details can be found in the College's Privacy Notice for Job Applicants). If you take up employment with the College, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.

Declaration

I understand that any offer of employment will be conditional upon satisfactory screening of all pre-appointment checks (including but not limited to, references, Prohibition, DBS and overseas checks).

Have you ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, a regulator of the teaching profession in any other country? Yes ☐ No ☐

I understand that my personal data, including sensitive personal data, will be used in the processing of this job application in accordance with the College's Privacy Notice for Job Applicants which I have read and understood.

I declare that the information I have given and any supporting documentation in this application form is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or if appointed, may result in my dismissal.

Signature _____ **Date** _____

How did you hear about this job/vacancy? _____

Completed application form should be emailed to recruitment@stclares.ac.uk