

**CONFIDENTIAL**

**WOODBROOK VALE SCHOOL**

Application for Teaching Appointment   
(including Deputy Headteacher)

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| **POST:** |

**Please read notes at the end of this application before completing.**

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| **1 Personal Information** | | | |
| Surname: |  | Home Tel. No.: |  |
| First Name: |  | Business Tel. No.: |  |
| Postal Address: |  | Mobile Tel. No.:  National Insurance No.:  DFE Reference No.: |  |
| Postcode: |  | Are you entitled to work in the UK? |  |
| Email Address: |  | | |

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| **2 Present Employment** | | | | | | | |
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| **If teaching:** | | | | | | | |
| Name and Address of School/College: | | | Name and Address of Employer: | | | | |
|  | | |  | | | | |
| Postcode: |  | | Postcode: |  | | | |
| Number on Roll: | | | | | | | |
| Date appointment commenced (DD/MM/YYYY): | | | | | | | |
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| **Please give details of current salary and any additional points**  *(please indicate in the appropriate fields below)*  Main Pay Scale: **or** Upper Spine:  **or** Leadership Pay Spine (please state range):  **or** AST/Excellent Teacher:any Allowances (please state): | | | | | | | |
| **If other than teaching:** | | | | | | | |
| Current Position: | |  | | | | | |
| Name of Employer: | |  | Date Appointed (DD/MM/YYYY): | | | |  |
| Address of Employer: | | | Salary: | |  | |  |
| Postcode: | |  |  | | |  | |

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| **3 Education**  **(a) Secondary / Further** | | | | |
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| Examinations Passed  (if known) | Dates (MM/YYYY) | | Subjects | Grades  (if known) |
| From | To |
| GCE ‘O’ Level, GCSE or Equivalent (i.e. NVQ Level 2) |  |  |  |  |
| GCE ‘A’ Level or Equivalent (i.e. NVQ Level 3) |  |  |  |  |
| Other (please specify examinations passed) |  |  |  |  |

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| **(b) University / College Qualifications**  ***(including professional qualifications and in-service courses leading to recognised qualifications e.g. NPQH etc)*** | | | |
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| Dates (MM/YYYY) | | School / College / University | Qualifications obtained, with classification dates |
| From | To |
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| **4 Membership of Professional Bodies**  ***(e.g. National Association of English Teachers etc)*** | | |
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| Institution | Dates of Membership (MM/YYYY) | |
| From | To |
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| **5 Previous Employment and Relevant Experience**  ***(Sections 5a, 5b and 5d will be used in the assessment of your salary, if appointed)*** | | | | | |
| **(a) Previous Employment in Education**  **Please start with the most recent employment date** | | | | | |
|  |  |  |  |  | |
| Name of Employer | Name and type of School/College | NOR | Post Title  Identify any additional responsibilities | Dates (MM/YYYY) | |
| From | To |
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| **(b) Other Relevant Experience *(Paid or unpaid employment and voluntary experience. Please give as full an account as possible, including details of career breaks, etc.)*** | | | |
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| Name of Employer, Voluntary Organisation, or nature of work undertaken | Details of Post or Voluntary Experience  (Full or Part Time) | Dates (MM/YYYY) | |
| From | To |
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| **(c) Personal Interests** |
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| **(d) Continuing Professional Development (CPD)**  **Please limit your CPD record to the last five years** | | |
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| CPD Activity  (please indicate duration if over one day) | Organising Body | Role  (e.g. participant, course leader, etc.) |
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| **6 References** | | | |
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| Give here details of two persons to whom reference may be made, one of whom should be your present or last employer and should be able to comment on you as a professional. Open testimonials and character references will not be accepted. We only take up references if you are offered the position. | | | |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |
| Tel No.: |  | Tel No.: |  |
| Fax: |  | Fax: |  |
| Email: |  | Email: |  |

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| **7 Letter of Application** |
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| Please provide us with any additional details you feel are relevant to support your application. This may include additional skills, knowledge or experience not mentioned in the previous sections. |
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| **8 Information for Candidates with a Disability** |

**The Equality Act 1995 defines disability as:**

*‘A physical or mental impairment which has a substantial and long-term negative adverse effect on the ability to carry out normal day-to-day activities.’*

Please see notes of guidance for further clarification of this definition.

**I consider myself to be: Disabled**  **Non Disabled**

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

Interview information on audio tape

Interview information in large print format

Sign language interpretation or other assistance with communication at interview

Induction loop in interview room

Wheelchair-accessible location for interview

Car parking space for interview (for people with mobility problems only)

Facility for Personal Carer, assistant or other person to accompany you at interview

Please specify any other support, which you would like to be made available on the day:

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**Arrangements if appointed**

Please give below details of any adjustments which you may need to be able to carry out the duties of the job if appointed. If you prefer, we should be very happy to discuss this at interview.

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| **9 Convictions and 'Spent' Convictions of a Criminal Nature** |

A relevant check with the Disclosure and Barring Service is required for this post. The disclosure may reveal convictions regarded as “spent” under the Rehabilitation of Offenders Act 1974. By signing this application form, you provide your approval for an appropriate DBS check to be conducted. We undertake this on appointment and may do so periodically thereafter.

**Do you have any criminal convictions?  Yes  No**

If yes, please provide details of all convictions we are legally entitled to know about. You must include any relevant youth offences, military offences and police cautions.

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| **10 Declaration** | | | |
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| I declare that all information submitted in this application form is true, that I have not canvassed any Governor or Employee of Woodbrook Vale School either directly or indirectly, in connection with this application, and will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose my relationship with a Governor or Employee of Woodbrook Vale School or failure to disclose any conviction of a criminal nature may disqualify me and that if such failure is discovered after appointment I will be liable to dismissal without notice. I confirm that I have read the notes relating to convictions and spent convictions of criminal nature.  I attach a letter of application in support of this form along the format prescribed in the Job Details supplied to me. | | | |
| **Date** (DD/MM/YYYY)**:** |  | **Signed:** |  |



**COMMITTED TO EQUALITY OF OPPORTUNITY IN EMPLOYMENT AND SERVICES**

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| **11 Notes** |
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| (a) When completed, this form should be addressed to the person and address identified in the job details/ advertisement, to be received by the closing date expressed in the job details.  (b) Canvassing, directly or indirectly, will lead to disqualification.  (c) Teachers aged 50 and over are advised that, if they have previously accepted early retirement from a teaching post and, if appointed to a new post, they should advise the Paymaster General, and the Department for Education and their previous employer of their change in circumstances.    (d) Candidates recommended for appointment will be required to complete a medical questionnaire, which will be supplied after the interview, for submission to the Occupational Health Service, and may then be required to undergo a medical examination.  (e) Because of the nature of the work 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 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act, and, in the event of employment being taken up, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. The fact that a conviction has been recorded against you will not necessarily debar you from the consideration for this appointment.  The object of this Notice is not, in any way, to reflect upon applicants’ integrity, but is necessary to protect the public and the School. |

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| **12 Equal Opportunities Policy** |
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| Comprehensive monitoring of the workforce and job applicants is carried out by reference to the information you choose to disclose about your Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race (including colour, nationality, ethnic background). The purpose of monitoring, which is fully supported by Woodbrook Vale School’s Trade Unions, is to evaluate the effectiveness of the Equal Opportunities Policy and related personnel policies and practices. It is therefore important that you complete this form.    Woodbrook Vale School is firmly committed to the principle of equal opportunities in both the delivery of services and employment. Equality of opportunity means that service users, job seekers and employees will be treated equally and fairly regardless of their Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race (including colour, nationality, ethnic background, other unjustifiable criterion). Woodbrook Vale School seeks to create an environment in which services and employment are provided without fear of discrimination.  The Equal Opportunities Policy takes account of the Equality Act 2010.  The information that you provide on the attached form WILL NOT BE USED BY THOSE INVOLVED IN THE SELECTION PROCEDURE: IT IS FOR STATISTICAL PURPOSES ONLY and will be separated from the main application form upon receipt and before consideration of candidates takes place. This information will remain confidential but, should you be appointed, may become part of your personal record. |

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| **Equal Opportunities Monitoring Form** |

Application for post of:      

**EQUAL OPPORTUNITIES MONITORING FORM**

We promote a working environment in which diversity is recognised, valued and encouraged. We seek to ensure employees are treated fairly and without favour or prejudice. Please could you provide us with the information requested below to help us monitor equal opportunities within our organisation?

Information you provide is anonymous and remains strictly confidential. We will store and use it in accordance with data protection principles. It will only be used for the purpose of monitoring equal opportunities. You are under no obligation to answer any particular question.

**Age**

Please state your date of birth

**Gender**

Please tick the appropriate box:  Female  Male  Transgender

**Ethnic Monitoring**

How would you describe your ethnic origin?

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| --- | --- | --- | --- | --- |
| **Asian/Asian British** |  | **Mixed/multiple ethnic group** |  | **White** |
| Indian |  | White and Black Caribbean |  | English/Welsh/Scottish/Northern Irish/British |
| Pakistani |  | White and Black African |  | Irish |
| Bangladeshi |  | White and Asian |  | Gypsy or Irish Traveller |
| Chinese |  |  |  |  |
| Any other Asian background. Please specify: |  | Any other mixed / multiple ethnic background. Please specify: |  | Any other white background. Please specify: |
|  |  |  |  |  |
| **Black/African/Caribbean/Black British** |  | **Other Ethnic Group** |  |  |
| African |  | Arab |  |
| Caribbean |  |  |  |
| Any other Black / African / Caribbean background. Please specify: |  | Any other ethnic group. Please specify: |  |

**Disability**

The Equality Act 2010 defines disability as *“a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities*”. Do you consider yourself to have a disability or a long-term health condition based on this definition?

Yes  No

***Thank you for your time and co-operation in completing our form.***