

# TEACHING STAFF JOB APPLICATION FORM

[www.yattonschoools.co.uk](http://www.yattonschoools.co.uk)

Please type responses. All relevant sections must be completed. A Curriculum Vitae must not be submitted in place of any information on this form and will not be used for shortlisting purposes. Please call 01275 833554 and speak to the Business Manager for any further information. You are applying for a job at Yatton Infant School, a partner school within the Lighthouse Schools Partnership.

## 1. VACANCY INFORMATION

Application for the post of:	
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This form to be returned to:	office@yattonschoools.co.uk
Address:	Yatton Infant School, High Street, Yatton, BS49 4HJ

## 2. PERSONAL DETAILS

Title:		NI Number:	
First Name(s):			
Surname:			
Previous Surname:		Preferred First name:	
Have you ever been known by any other name:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>If yes please give details:</i>			
Address:			
Postcode:			
Telephone No (home):			
Mobile No:			
Telephone No (Business):			
Email Address:			
<i>(if shortlisted you may be invited to interview via email)</i>			
Are you applying for this job as a job sharer?:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, provide additional request/suggestion:			

## 3. RECRUITMENT MONITORING

Please indicate where you first saw or heard about the advertisement for this vacancy					
TES <input type="checkbox"/>	Eteach <input type="checkbox"/>	Internet <input type="checkbox"/>	Local Press <input type="checkbox"/>	National Press <input type="checkbox"/>	Jobcentre Plus <input type="checkbox"/>
Other <input type="checkbox"/> <i>(please state where)</i>					

Has someone else completed this form on your behalf?    Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide the person's name and an explanation:

**4. REFERENCES**

Please give details of two people who are not related to you, from whom references about your suitability for the post can be obtained. If presently employed Reference 1 must be your current employer (Headteacher). If unemployed Reference 1 must be your most recent employer. In the absence of previous employment experience, a reference from your Headteacher/tutor or one related to relevant voluntary work is acceptable.

If you are not currently working with children and/or vulnerable adults, but have done so in the past, please supply details of an additional employer by whom you were most recently employed to work with children/vulnerable adults.

The Trust reserves the right to request alternative references during the processing of your application. Referencing must minimally cover the last 5 years.

<b>Referee 1</b> (Current or most recent employer)	<b>Referee 2</b>
<b><i>Please tick this box if you do not want this referee to be contacted prior to interview</i></b> <input type="checkbox"/>	<b><i>Please tick this box if you do not want this referee to be contacted prior to interview</i></b> <input type="checkbox"/>
Name:	Name:
Title:	Title:
Occupation:	Occupation:
School/Business:	School/Business:
Address:	Address:
Postcode:	Postcode:
Telephone No:	Telephone No:
Mobile No:	Mobile No:
Email:	Email:
How long have you known this referee and in what capacity:	How long have you known this referee and in what capacity:

*If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.*

After shortlisting, the Trust reserves the right to take up references – this is normally before the interview day and references are used to support the recruitment process itself. If you have indicated on your application that you do not wish the Trust to contact the referees, contact will only be made to referees after interview if you are the successful candidate.

**For posts having substantial access to children and young people, the Trust reserves the right to approach any previous employer.**

<b>5. PENSION SCHEME</b>	
Please confirm whether you currently contribute to the Teachers' Pension Scheme: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please confirm whether you have 'opted out' of the Teachers' Pension Scheme: I have opted out <input type="checkbox"/> I have not opted out <input type="checkbox"/>	
Are you currently in receipt of an occupational pension? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you pay into any other pension scheme? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(if yes please give details)</i>	

<b>6. DECLARATION OF RELATIONSHIP</b>	
Are you or your spouse related by marriage, blood or as a cohabitee of any Member of the Board of Trustees or senior member of staff within the Trust? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you are related, please give their name and state the nature of the relationship. Failure to disclose such a relationship may lead to disqualification from the recruitment process or dismissal without notice.	
NAME	RELATIONSHIP

**If you canvass any Member of the Board of Trustees or Local Governing Body about your application, you will be disqualified. This does not stop a member or employee giving a written reference about you.**

<b>7. PARENTAL LEAVE</b>
Have you taken any periods of parental leave within the past 2 years? Yes <input type="checkbox"/> No <input type="checkbox"/>
Please list any weeks taken:

**8. DISCLOSURE OF CRIMINAL CONVICTIONS AND POLICE CLEARANCE**

A criminal record will not necessarily exclude you from employment. The information provided will be treated as strictly confidential and will only be considered in relation to the job for which you are applying.

The job for which you are applying has substantial opportunity for access to children. Your employment is therefore exempt from the Rehabilitation of Offenders Act 1974. You will be required to complete a Disclosure and Barring Service (DBS) form. You must therefore give details of any convictions or pending prosecutions you have, even if they would otherwise be regarded as 'spent' under this Act. Should you identify that you have a criminal conviction, this will be discussed in confidence at interview.

Do you have any criminal convictions, cautions, reprimands or final warnings or any pending prosecutions?

Yes  No  *If yes, give details below*

Details of offence and sentence	Date	Court or police force who dealt with the offence

**The Lighthouse Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share in this commitment. This post has substantial opportunity for access to children or vulnerable adults, is exempt from the Rehabilitation of Offenders Act and will require an enhanced DBS check.**

**I acknowledge that it is my responsibility as the candidate, if invited to interview, to disclose any information to the panel which may affect working with children/vulnerable adults. Failure to do so may disqualify me from appointment or result in dismissal.**

**9. IMMIGRATION ASYLUM AND NATIONALITY ACT 2006**

Nationality at birth:

Present Nationality:

Have you ever possessed any other Nationality or Citizenship?

Yes  No

Are you subject to immigration control?

Yes  No

If yes, do you have unrestricted entitlement to take up employment in the UK?

Yes  No

Do you have or are you entitled to obtain a National Insurance Number?

Yes  No

If you have answered 'No' to the above question, do you have the right to work in the UK and can you provide the relevant requested information to prove that this is the case?

Yes  No

**10. DRIVING LICENCE DETAILS**

Do you hold a full current driving licence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
If yes, what type of licence:	Private/Light Goods	<input type="checkbox"/>	HGV	<input type="checkbox"/>	Other	<input type="checkbox"/>
Do you hold a PSV licence which would allow you to drive a school minibus?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Do you hold a MiDAS certificate?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

**11. DISABILITY AND REASONABLE ADJUSTMENTS**

By answering the following question, you will assist us to comply with our obligations arising from the Disability Discrimination Act 1995. You are not compulsorily required to give this information. However if you advise us that you do have a disability and meet the essential criteria of the person specification, we will guarantee you an interview.

**DISABILITY DEFINITION (DDA 1995)**

"a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities"

Do you have a disability in accordance with the above definition?                      Yes                       No                     

If you do have a disability or health condition, and require particular adjustments or arrangements to facilitate your participation in the selection process, please give details below.

**12. HOBBIES & INTERESTS**

**13. EDUCATION ATTAINMENTS**

Education, training and professional qualifications				
From	To	Full Name and Address of School/College/Univeristy/Institution	Qualifications	
<i>Mth/yr</i>	<i>Mth/yr</i>		<i>Gained (with grades)</i>	<i>For which you are studying</i>

**14. PROFESSIONAL STATUS**

Do you hold qualified teacher status (QTS)? <i>(if yes please give date of awarded QTS certificate number)</i>			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
DfE/TRN No:		Date of award:	
Have you successfully completed a period of induction of induction as a qualified teacher in this country where the Department of Children, Schools and Families required this?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Date:		Date:	
Are you subject to any conditions or prohibitions placed on you by the TA (or other) in the UK?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/> <i>(if yes please give details)</i>



Lighthouse Schools Partnership TEACHER JOB APPLICATION FORM

Reason for leaving ( <i>if already left</i> ):	
Age range taught:	
Numbers of roll:	
Permanent or Temporary:	
Part Time or Full Time:	
Salary per annum:	
Salary point MPS/UPS:	
Leadership/AST:	
TLR:	
Other Allowance (please specify):	







**20. ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

The Trust requires a letter of application by way of a covering letter not more than 2 sides of A4 – however please use this section to refer to any supplementary evidence to your application form. A curriculum vitae must not be submitted in place of any information required on the application form. If you are using this section, please explain how you meet the requirements outlined in the Person Specification and include examples from previous paid, unpaid or voluntary work.

**Support of Application cont...**

**21. CERTIFICATION/DECLARATION**

I certify that, to the best of my knowledge, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to termination of my Contract of Employment.

I understand that providing false information is an offence and could result in:

- The application being rejected
- Summary Dismissal if the applicant has been selected
- Possible referral to the Teachers' Misconduct Team or the Police, if appropriate. (Under the Education Act 2002 the employer has this statutory duty).

I confirm my understanding of the following:

All offers of employment are subject to suitable references, qualifications check, satisfactory medical clearance, enhanced DBS checks if relevant to the post and Asylum & Immigration/eligibility checks. The Trust reserves the right to re-request an enhanced DBS at any time during your employment if you are successful.

The Trust must protect the public funds we handle so may use the information you have provided on this form to prevent and detect fraud. This information for the same purposes, may also be shared with other organisations which handle public funds.

The Trust will record the hold the information given for personnel, employment, education and training purposes in accordance with the Data Protection Act 1998.

Signed:	Date:
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*If you have submitted your application form electronically and you are called for interview, you will be asked to sign it in person on the interview day.*

If you require further information, please contact the school on the telephone number provided on the first page of this application form.

**The Trust would like to take this opportunity to thank you for your interest in the advertised post. If you have not been contacted concerning your application within FOUR weeks of the closing date, please assume you have not been shortlisted for interview. It is with regret that it is not possible to acknowledge every application nor provide detailed feedback if you are not shortlisted for interview. Your understanding is appreciated.**

**EQUAL OPPORTUNITIES AND MONITORING**

The Trust is an equal opportunities employer. As such we welcome applications from people of all backgrounds, irrespective of race, sex, disability, age sexual orientation, religion or belief. Diversity monitoring supports the above in order to make sure our recruitment processes are fair for all and in order to meet our statutory obligations. Please help to do this by completing this section of the form.

**The information given in this section will be used for statistical purposes only and will not form part of the shortlisting or interview process.**

Post applied for:

(A) WHITE

British

Irish

Any other white background

(B) MIXED

White & Black Caribbean  White & Black African  White & Asian  Any other mixed background

(C) ASIAN OR ASIAN BRITISH

Indian  Pakistani  Bangladeshi  Any other Asian background

(D) BLACK OR BLACK BRITISH

Caribbean  African  Any other black background

(E) CHINESE OR OTHER ETHNIC GROUP

Chinese  Other

Are you Male  Female

Do you have a disability in accordance with the definition under the Disability Discrimination Act? Yes  No

Are you currently employed? Yes  No

Date of Birth    \_ \_ / \_ \_ / \_ \_ \_ \_

What is your religion?    Not prepared to say

Christian  Muslim  Hindu  Jewish  Sikh  Buddhist  Other  None

Sexual orientation    Prefer not to say

Heterosexual/straight  Bisexual  Gay woman/lesbian  Gay man