

**Application form for**

**all Teaching and Leadership Posts**

**Confidential**

|  |  |
| --- | --- |
| Post Title |  |
| This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post.  Please ensure you complete **ALL** sections of the application form. Your application will be treated in the strictest confidence.  This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. | |

**Part 1: Personal Details**

|  |  |
| --- | --- |
| Name: |  |
| Address: | Alternative address: |
| Postcode: | Postcode: |
| Telephone – Home: | Mobile: |
| Work: | Email address: |
| Teacher Reference No: | National Insurance Number |
| |  | | --- | | **Disclosure of relationship** | | Are you related to any elected member of the Council, a Senior Officer of the Council, a member of the School  Governing Body or a member of staff? (If YES please provide details) | |  |  |  |  | | --- | --- | | **How did you become aware of this vacancy?** | | | Media: | Date: | | |

**OMPETENCY**

**Part 2: Further/Higher Education and Training**

**Original documentation of qualifications will be required prior to an appointment.**

(Continue on a separate sheet if necessary, giving page numbers and title heading)

a) **Training as a Teacher**

|  |  |  |
| --- | --- | --- |
| Name of Teacher Training Institute |  | |
| Dates | From: | To: |
| Qualification obtained |  | |
| Subjects – Main and Subsidiary |  | |
| Age Range / Key Stage |  | |
| Other special interests |  | |

b) **University, College, etc (other than initial teacher training**)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Institution(s) | Date from | Date to | Full or Part Time |
| 1. | Month Year | Month Year |  |
| 2. |  |  |  |
| Degree / Diploma / Title | Subjects | Hons or Pass Grade | Date of Award |
| 1. | Month Year | Month Year |  |
| 2. |  |  |  |

c) **Secondary Education**

|  |  |
| --- | --- |
| Name of School(s) and area | 1.  2. |
| Qualifications gained  (Give subjects, grades, dates)  ‘O’ Levels, GCSE (or equivalent) |  |
| ‘A’ Levels (or equivalent) |  |

**In-Service Training and Development**

Please give details of relevant courses and training undertaken in the last five years.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates and duration | Title of Course / Training incl.  Home Study & Distance Learning | Name of Provider e.g.  LA, College etc. | Qualification  obtained (if any) |
|  |  |  |  |
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**Employment History**

Please give details of all jobs held after the age of 16, including part time and unpaid work, starting with your current or most recent employer. Please explain any gaps.

When giving details of school employment please include the age range, approximate school roll number and school type i.e. maintained, independent, foundation.

(Continue on a separate sheet if necessary, giving page number and title heading)

|  |  |  |
| --- | --- | --- |
| Employer name and details: | | |
| Dates: | Full or Part Time: | Salary upon leaving  (and TLR payments): |
| Reason for leaving: | | |

|  |  |  |
| --- | --- | --- |
| Employer name and details: | | |
| Dates: | Full or Part Time: | Salary upon leaving  (and TLR payments): |
| Reason for leaving: | | |

|  |  |  |
| --- | --- | --- |
| Employer name and details: | | |
| Dates: | Full or Part Time: | Salary upon leaving  (and TLR payments): |
| Reason for leaving: | | |

**Time not accounted for (gaps in employment)**

|  |
| --- |
| Please give details of any time you have not accounted for below: |
|  |

**Other Skills and Interests**

|  |
| --- |
| Please include languages (spoken / written), computers, etc. Please provide details of any community or voluntary work experience. |
|  |

**Reason for Application**

|  |
| --- |
| In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required.  for this post (where set out in the personal specification). Remember to consider experience in previous employment and relevant experience outside of paid work e.g. that gained at home, through the community or through leisure/college activities. (Continue on a separate sheet if necessary, giving page number and title heading) |
|  |

**References**

**Please indicate two people who can provide references** – one of whom should be your present/most recent employer. Students should include their University/College tutor. References will be taken up before an offer of employment is made and may be taken up prior to interview. **Both references must span the last 5 years of employment**

Where you are currently working in a school/academy one reference should be from your current Headteacher. The school reserves the right to request alternative referees where felt appropriate to fulfill safer recruitment requirements.

|  |  |
| --- | --- |
| Please tick here to confirm you are happy for references to be requested prior to interview  (if NO, please provide details) | |
| 1. Name: | 2. Name: |
| Address: | Address: |
| Tel. No.: | Tel.No.: |
| Email: | Email: |
| Occupation: | Occupation: |

**Criminal Record**

|  |
| --- |
| **All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974.**  OPGS will follow relevant guidance in Keeping Children Safe in Education (Part 3, Safer Recruitment) and from the Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975  You are asked to provide details of all unspent convictions and spent convictions and cautions that would not be filtered at the point of application by completing a self-disclosure declaration (at the end of this application form).  Your self-disclosure declaration will only be viewed by the recruiting manager if you are shortlisted for interview. |

**Right to Work in the UK**

|  |  |
| --- | --- |
| **All shortlisted candidates will be required to evidence their right to work in the UK at interview stage.** | |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?  (if YES, please provide details) | |
|  | |
| If you are successful in your application, would you require a work permit prior to taking up employment? | |
| **Yes** | **No** |

**Health Declaration**

|  |
| --- |
| Successful candidates will be asked to complete a pre-employment assessment prior to commencing work. |

**Data Protection Statement**

‘I hereby give my consent for Oakwood Park Grammar School to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes,

the payment of staff and the prevention and detection of fraud. All information may be shared with third party organisations including, but not exclusive to, the county council, payroll providers, the DBS, the police and other third parties as defined by the General Data Protection Regulations and Data Protection Act 2018 and related legislation. All information will be dealt with in accordance with data protection legislation.’

Online searches will be carried out on shortlisted candidates.

**Declaration**

By submitting this form, I declare that the information is complete and accurate, and I understand that any offer of employment is subject to satisfactory completion of the applicable pre-employment checks. I confirm that I have not been disqualified from working with children, cautions or sanctioned in this regard.

Signature ………………………………………………………………. Date ………………………..

Please return your completed application form to:

Mrs J Nichol

Oakwood Park Grammar School

Oakwood Park

Maidstone

Kent ME16 8AH

Or email [jnichol@opgs.org](mailto:jnichol@opgs.org)

**Part 3: Equal Opportunities Monitoring**

**This section of the form is CONFIDENTIAL and will be detached from your application prior to interview.**

**Oakwood Park Grammar School recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.**

**Ethnic Group** (These are approved by the commission for Racial Equality)

|  |  |  |  |
| --- | --- | --- | --- |
| **White** | |  |  |
| British | | Irish | Any other White background\* |
| **Mixed** | |  |  |
| White & Black Caribbean | White & Black African | White & Asian | Any other Mixed background\* |
| **Black or Black British** | |  |  |
| Caribbean | | African | Any other Black background\* |
| **Asian or Asian British** | |  |  |
| Indian | Pakistani | Bangladeshi | Any other Asian background\* |
| **Chinese or Other Ethnic Group** | |  |  |
| Chinese | |  | Other Ethnic Group\* |

\*Please specify

|  |  |  |
| --- | --- | --- |
| **Gender** |  |  |
| Male | Female | Date of Birth |

If you wish you may disclose information about yourself in this section about your:

|  |  |
| --- | --- |
| Religion/Beliefs |  |
| Sexual Orientation |  |

**Disability Statement**

**Oakwood Park Grammar School aims to be a fair employer and is committed to equal opportunity for disabled people. Applications from disabled people are welcome. If you are offered an interview, we have a policy of providing appropriate access and equipment to ensure that disabled people are considered on an equal basis. If you would like any further assistance or advice about this application we will try to help.**

Please answer the following questions:

|  |  |
| --- | --- |
| Do you consider yourself to be disabled? | Yes/No |
| If YES, do you consider yourself to be disabled under the terms of the Disability Discrimination Act? | Yes/No |

The Disability Discrimination Act 1995 defines disability as **‘a physical or mental impairment which has a substantial and long-term adverse affect on an individual’s ability to carry out normal day-to-day activities.’**

|  |
| --- |
| Is there anything you would particularly like to tell us about your disability? |

Do you wish us to try to arrange for any of the following to be available, if you are called for interview? ✓

|  |  |
| --- | --- |
| Induction loop or other hearing enhancement |  |
| Sign language interpreter (please state type) |  |
| Keyboard for written tests |  |
| Someone with you at the interview (e.g. advocate or facilitator) |  |
| Assistance in and out of vehicle |  |
| Accessible car parking |  |
| Wheelchair access |  |
| Accessible toilet |  |
| Other assistance (please specify) |  |

**The information you have given will be treated as confidential and is necessary to enable us to provide appropriate adjustments and facilities. Thank you for providing this information.**

**Criminal Record Self-Disclosure**

|  |  |
| --- | --- |
| Applicants Name |  |
| Post Title |  |
| School Name |  |
| The information you give is confidentially managed and is not seen by recruiting managers until you have successfully been shortlisted for a position. If you decide not to complete some or all of the form, we will record that your choice is “not declared”. Thank you for your help. This section of the form is CONFIDENTIAL and should be detached from your application form. | |

**Criminal Record**

|  |  |  |  |
| --- | --- | --- | --- |
| The term “convictions” is used to refer to any sentence or disposal issued by a court. The term “cautions” includes reprimands and final warnings. You do not need to disclose anything that would be currently be filtered from the Police National Computer by the Disclosure and Barring Service.  You are asked to provide details of all unspent convictions and spent convictions and cautions that would not be filtered at the point of application by completing a self-disclosure declaration. | | | |
| **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?** | | | |
| **Yes** | | **No** | |
| **Do you have any adult cautions (simple or conditional) or spent conditions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (amendment) (England and Wales) Order 2020?** | | | |
| **Yes** | | **No** | |
| **Please provide details of the Offence/Sentence/Date (if necessary)** | | | |
| By signing below, I confirm that the information I have provided on this form is accurate. I understand that this information will not necessarily prevent me from being employed in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my suitability for the role. | | | |
| **Signed** |  | **Date** |  |

You should return this completed form in an envelope marked “Confidential – FAO Recruiting Manager” along with your completed application form.

The information you have given will be treated as confidential. Where a self-disclosure is made the details of this may be discussed with you at interview. Thank you for providing this information.