

Application form for all Teaching Posts

Post Title	
<p>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.</p> <p>Please ensure you complete ALL sections of the application form. Your application will be treated in the strictest confidence.</p>	

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)

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How did you become aware of this vacancy?

Media:	Date:
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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)

Employment History

Please give details of all jobs held after the age of 18, 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:		

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Dates:	Full or Part Time:	Salary upon leaving (and TLR payments):
Reason for leaving:		

Time not accounted for

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.

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 <input type="checkbox"/>	
(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.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected”. These are not subject to disclosure and employers, and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

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.'

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:

Oakwood Park Grammar School
Oakwood Park
Maidstone
Kent ME16 8AH

Or email twilliamson@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*
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Mixed

White & Black Caribbean	White & Black African	White & Asian	Any other Mixed background*
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Black or Black British

Caribbean	African	Any other Black background*
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Asian or Asian British

Indian	Pakistani	Bangladeshi	Any other Asian background*
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Chinese or Other Ethnic Group

Chinese	Other Ethnic Group*
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*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	
<p>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.</p>	

Criminal Record

<p>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.</p> <p>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.</p>	
<p>Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?</p>	
Yes	No
<p>Please provide details of the Offence/Sentence/Date (if necessary)</p>	
<p>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.</p>	
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.