



**Application form for a teaching post**

Ratton School is committed to being an equal opportunities employer. The aim of our policy is to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, disability, gender, religion, age, marital status, sexual orientation, medical condition (including people living with HIV or AIDS) or is disadvantaged by any conditions or requirements which cannot be shown to be justified. Ratton School is committed to the safeguarding and promotion of welfare of all children and young people.

The information requested in this form is important in assessing your application. Please complete this form in full. Unless stated otherwise, CVs are not acceptable. Please write/type in black ink. Please ensure that you save this document before sending, otherwise all data may be lost

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| **Job details** |
| Post applied for: |  |
| Subjects (if to specialise): |  |
| If the post is full-time, would you be prepared to consider working on a job-share basis? | [ ]  Yes [ ]  No |
| If appointed when can you start: |  |

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| **Personal details** |
| Title: |  |
| First name: |  |
| Family Name / Surname: |  |
| Maiden or previous name(s): |  |
| Home address: |  |
| Date moved to current address: |  |
| Other address(es) in last 5 years: |  |
| Dates at address(es) above: |  |
| Correspondence address (if different from above): |  |
| Email address: |  |
| Daytime telephone number: |  |
| Home telephone number: |  |
| Mobile telephone number: |  |
| National Insurance number: |  |
| Teacher’s Reference number |  |

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| **Education & Qualifications**(NB: Shortlisted candidates will be required to produced qualification certificates at interview) |
| GCSE or equivalent | Pass marks | Dates |
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| ‘A’ OR AS level | Pass marks | Dates |
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| Higher Education  |
| University : |  | Date: |  |
| Degree in: |  | Award: |  |
| Subject (s) studied | Pass marks | Dates |
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| **Additional Education & Qualifications – Initial Teacher Training** |
| University / College / Designated Recommending Body (DRB): |  |
| Qualification gained: |  | Date: |  |
| Date Qualified Teacher Status obtained: |  |
| Have you passed the QTS skill tests: | [ ]  Yes [ ]  No |
| Age range(s) for which trained: |  |
| Principal Subject: |  |
| Subsidiary subject(s): |  |

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| **Further Qualifications & Further Training**(Including one year and one term courses and any recent short courses (e.g. NPQH) |
| University, College or Organising Body | Subjects & Course Title | Qualifications Obtained | Length of courses & Dates |
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| **Current or most recent teaching post** |
| Name & Address of school / establishment |  |
| Name of Local Authority: |  |
| Type of school: |  [ ]  Boys [ ]  Girls [ ]  Mixed (Please select as appropriate) |
| Number on roll: |  |
| Telephone no: |  |
| Position title: |  |
| Subjects taken: |  |
| Date appointed: |  |
| Working hours: | [ ]  Full-time [ ]  Part-time (please specify hours per week) |
| Pay Scale: | [ ]  Main [ ]  Upper [ ]  Leadership |
| Spinal Column Point: |  |
| Additional allowances (Please specify type and value) |  |
| Please confirm your student exam results over the last 3 years and your department exam results over the same time |  |
| Are you still employed by this establishment? | [ ]  Yes [ ]  No |
| Date and reason for leaving (if applicable) |
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| **Previous Teaching Experience**(Please give the fraction of full-time where the post is / was part-time) |
| Name of School & Authority | Type of School & Number on Roll | Post held | Period of service From To (exact dates) | Reason for leaving |
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| **Non-teaching employment experience** |
| Employer | Position | From / To | Reason for leaving |
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| **Other History*****(Please ensure that you provide a complete chronological history by listing below any periods not covered above in your employment history, e.g. travel, unemployment, sabbatical, carer responsibilities etc.)*** |
| From | To | Reason |
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| **Declaration by Applicant** |
| **Other employment** |
| In order to ensure compliance with the Working Time Regulations and the relevant pensions legislation, you must tell us about any other employment you hold that you intend to continue with should you be appointed. We also need to know which, if any, pension scheme you are an active member of in respect of these posts. |
| Job title, hours per week and employer | Active pension scheme membership |
| *e.g. Teacher, 0.5FTE, Kent County Council* | *Teachers Pension Scheme* |
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| **Pension**  |
| Are you in receipt of a pension awarded through the teachers’ ill health retirement arrangement? | [ ]  Yes [ ]  No |
| If ‘YES’, give details below: (including the date pension arrangements took effect) |
|  |
| (Please note that if you were awarded an ill-health pension on or after 01 April 1997, you are not eligible for future employment as a teacher) |
| **Safety and Welfare of children** |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated? | [ ]  Yes [ ]  No |
| If you have answered ‘YES’ to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form. |
| I have attached details as requested. | [ ]  Yes [ ]  No |
| **Disciplinary Record** |
| Are you (or have you ever been) dismissed from a teaching post for alleged misconduct or incompetence or resigned in the face of such allegations? | [ ]  Yes [ ]  No |
| If ‘YES’, please give details: |  |
| Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this applications? | [ ]  Yes [ ]  No |
| If ‘YES’, please give details: |  |
| Have you ever been barred from working with children? | [ ]  Yes [ ]  No |
| If ‘YES’, please give details: |  |

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| **Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006** |
| Under the Rehabilitation of Offenders Act (ROA) job applicants are only required to declare criminal convictions which are not considered “spent” under the Act. Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as “regulated”. This means that they are all exceptions to the ROA and therefore you are required to declare any convictions (including bind over and cautions) regardless of whether or not they would be considered spent in other circumstances.Please read the guidance notes before completing this section. |
| Have you ever been convicted of a criminal offence? |  [ ]  Yes [ ]  No |
| Are there any alleged offences outstanding against you? |  [ ]  Yes [ ]  No |
| If ‘YES’ to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.  |
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| **Asylum and Immigration Act 1996** |
| It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right of abode in the UK. You will be required to provide evidence prior to appointment of a National Insurance Number, passport or other document on the approved list to satisfy Ratton School that the asylum and Immigration Act 1996 is being complied with. |
| Do you require a work permit? |  [ ]  Yes [ ]  No |

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| **Relevant Experience & Other Information** |
| The information you provide in this section is important in assessing your application. Please use the space (and/or additional A4 sheets, if necessary) to state your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job. **It is important to relate all of this information to the person specification details for the post.**You should include details of the following, where they are relevant to the requirements of the post: present and previous teaching posts or teaching practices if you are newly qualified, other paid or unpaid employment or any other activities outside the workplace. |
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| **Leisure Interests** |
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| **Referees** |
| Name, address (inc Post Code if known) and Status/Position of two persons to whom reference may be made who can comment on your teaching and/or organisational ability. One must be your present or most recent employer. The other must be a previous employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from a School, Higher Educational Establishment or an Initial Teacher Training provider at which you most recently carried out teaching experience. If you are not currently working with children, you should provide details of the employer where you last worked with children. If you are a trainee teacher, please provide the name and address of your course tutor from your teacher training college. References will not be accepted from relatives or from people writing solely in the capacity of friends.**Headteacher Application Process:**In the case of applications from serving Headteachers, please give the name and address of your current school Chair of Governors and Director of Children’s Services. In the case of applications from serving Deputy Headteachers, please give the name and address of your current Headteacher and Director of Children’s Services. |
| 1) Present/Most recent employer/Chair of Governors |
| Name: |  |
| Address: |  |
| Occupation: |  |
| Telephone no. |  | Fax no. |  |
| Email address: |  |
| 2) Previous employer/Director of Children’s Services |
| Name: |  |
| Address: |  |
| Occupation: |  |
| Telephone no. |  | Fax no. |  |
| Email address: |  |
| 3) Course Tutor (trainee teachers only) |
| Name: |  |
| Address: |  |
| Occupation: |  |
| Telephone no. |  | Fax no. |  |
| Email address: |  |
| **NOTE:** References will be taken up if you are called for interview. In view of the nature of the job no offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in "Previous Employment" on page 2 of this form. If, for any reason, you feel unable to give your present or most recent employer as a referee, please send a covering letter explaining why. |

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| **Canvassing** |
| You are required to declare any relationships with staff of Ratton School as canvassing, whether direct or indirect, will invalidate your application.  |
| Are you related to any staff of Ratton School? | [ ]  Yes [ ]  No |
| If ‘YES’, please give details (stating department and job title) |
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| **Declaration** |
| I declare that the information given is true and understand that (a) canvassing of staff directly or indirectly will invalidate this application, and (b) Ratton School reserves the right to seek verification from me of the factual basis for any information provided.I suffer no legal impediment to taking up employment with Ratton School if so appointed and I accept that the discovery of any legal impediment after an appointment has been made may lead to my immediate dismissal. |
| Signature: |  |  | Date: |  |
| Print name: |  |
| If form has been completed electronically, please place an ‘x’ in this box to indicate your consent 🡪 | [ ]  |
| **Data Protection Act 1998**Ratton School will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud. |

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| **Additional Information** |
| Where did you learn of this vacancy? |  |

Note to Candidates:

If you have not heard from the school/establishment within 4 weeks of the closing date, you should normally assume that on this occasion you have not been selected for interview.

# CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

**This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.**

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. Ratton School aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce. Ratton School’s Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job.

Ratton School has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably. This information will not affect the consideration of your application.

|  |  |
| --- | --- |
| Job applied for |  |
| Job No. or Ref (if applicable) |  |
| Location |  |
| How did you learn of this vacancy? | Worthwhile work campaign [ ] Other (please specify) |
| Surname and initials |  |
| Age |  | Date of Birth |  |
| Gender | M [ ]  / F [ ]  |  |  |

## Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific. Please identify your ethnic origin either by putting an ‘x’ in ONE of the boxes below or by giving your own description in the space provided.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A. White** |  |  | **C. Black or Black British** |  |
| British | [ ]  |  | Caribbean | [ ]  |
| Irish | [ ]  |  | African | [ ]  |
| Gypsy / Roma | [ ]  |  | Any other Black background | [ ]  |
| Traveller of Irish Heritage | [ ]  |  |  |  |
| Any other White background | [ ]  |  | **D. Asian or Asian British** |  |
|  |  |  | Indian | [ ]  |
| **B. Mixed** |  |  | Pakistani | [ ]  |
| White and Black Caribbean | [ ]  |  | Bangladeshi | [ ]  |
| White and Asian | [ ]  |  |  |  |
| Any other mixed | [ ]  |  | **E. Other ethnic groups** |  |
|  |  |  | Chinese | [ ]  |
|  |  |  | Any other ethnic group (please specify) | [ ]  |

## Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

|  |  |
| --- | --- |
| Do you consider yourself to be disabled as set out in the Equality Act?  | Yes [ ]  / No [ ]  |
| If YES, please describe your disability.      |
| If you need any assistance to attend or participate in the interview, please give details.      |

**Religion**

Please identify your religion by putting an ‘x’ in ONE of the boxes below.

|  |  |
| --- | --- |
| Christian | [ ]  |
| Buddhist | [ ]  |
| Hindu | [ ]  |
| Jewish | [ ]  |
| Muslim | [ ]  |
| Sikh | [ ]  |
| Other religion | [ ]  |
| No religion | [ ]  |
| Prefer not to say | [ ]  |

**Sexual Orientation**

Please identify your sexual orientation by putting an ‘x’ in ONE of the boxes below.

|  |  |
| --- | --- |
| Bisexual | [ ]  |
| Gay man | [ ]  |
| Gay woman / lesbian | [ ]  |
| Heterosexual / straight | [ ]  |
| Other  | [ ]  |
| Prefer not to say | [ ]  |

**Gender Identity**

Is your gender identity the same as the gender you were assigned at birth?

|  |  |
| --- | --- |
| Yes | [ ]  |
| No | [ ]  |
| Prefer not to say | [ ]  |

**Military Status**

Please identify your military status by putting an ‘x’ in the relevant box below, if required.

|  |  |
| --- | --- |
| Territorial Army | [ ]  |
| Army Reservist | [ ]  |

**Employees with caring and parental responsibilities**

We value the contribution of carers, and we understand the additional pressures carers face in managing their work and caring responsibilities at the same time. We consider a carer to be anyone who spends a significant proportion of their time providing unpaid support to family or friends. This could be caring for a partner, relative or friend who is ill, frail, disabled, or has mental health or substance misuse problems.

**Examples of caring activities**

A lot of people with caring responsibilities don’t identify themselves as being a carer. We consider you to be a carer if you provide:

* personal care such as help with bathing, washing, dressing, going to the toilet and administering medicines
* physical care such as help getting out of bed, walking, eating and feeding, getting out of the house and/or in the community and with shopping
* administrative support such as help with finances and filling in forms
* emotional support and company including listening, prompting, encouraging and raising confidence.

According to the definition given above, do you have caring responsibilities for an adult?

|  |  |
| --- | --- |
| Yes | [ ]  |
| No | [ ]  |
| Prefer not to say | [ ]  |

**Are you a parent carer?**

The term parent carer means any person with parental responsibility for a child or young person with special educational needs or disability. It is an inclusive term and covers for instance foster carers, adoptive parents and other family members.

According to the definition of a ‘parent carer’ given above, do you have caring responsibilities for a disabled child under the age of 18 years?

|  |  |
| --- | --- |
| Yes | [ ]  |
| No | [ ]  |
| Prefer not to say | [ ]  |

**Are you a parent?**

We define a parent as:

* a mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or a person who has been granted a residence order in respect of a child, or
* a person married to, or the civil partner of the child's mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or person who has been granted a residence order in respect of a child.

According to the definition of a ‘parent’ given above, are you a parent of a child or children under the age of 17 years?

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| --- | --- |
| Yes | [ ]  |
| No | [ ]  |
| Prefer not to say | [ ]  |



 **Data Protection Act 1998**

Ratton School will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

# Guidance on your application

Your application form is an important part of our recruitment process – it is how we get to know you and assess your ability to do the job. It enables us to decide whether or not to shortlist you for interview and therefore plays a vital role in the recruitment process.

We do not take into account any previous applications or prior knowledge of you. We also do not accept Curriculum Vitaes (CV’s) and ask all applicants to complete our application form. This is in line with our Equal Opportunities Policy and ensures that information about candidates is presented in a standard format. The exception to this is candidates with a disability where a CV might be the most convenient method of application.

## How we shortlist

When we shortlist, we look at your experience, skills, knowledge, attainment and other information **in line with the job description and person specification.** The job description outlines the main responsibilities and duties of the post, and a person specification outlines the skills, abilities, experience and qualifications that you require to fulfil these duties.

**Please ensure you read the job description and person specification before you begin to complete the form** so you have in mind the skills and knowledge we are looking for. Applicants who are disabled under the provisions of the Equality Act 2010 will be automatically shortlisted provided they meet the essential criteria required for the post.

## How to complete your application form

### General hints

* Read the job description and person specification before you start
* Use black ink so we can clearly photocopy forms for shortlisting and interviewing
* Complete all sections of the form as fully as possible
* Clearly label and number any continuation sheets with your name and the post you are applying for and list the number of attachments on the main application form. This allows us to check we have all the information you want us to have before we shortlist.
* Keep a copy of the application form for your own records.

***‘Why should we employ you?’***

This is the most important part of the form and is your opportunity to show us how you meet the essential and desirable criteria detailed in the person specification and job description i.e. how your skills, knowledge and experience match those we require and how they will enable you to successfully do the job.

* Use the criteria in the person specification as headings and give examples of your experience and skills under each heading.
* You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment.
* Use clearly labelled continuation pages if required.
* Check you have demonstrated how you meet all the essential requirements on the person specification. The shortlisting panel cannot guess or make assumptions about your work experience.
* Remember that we use the job description and person specification to shortlist – if you do not therefore clearly demonstrate how you meet the essential criteria in the person specification – you will not be shortlisted to interview.

### References (Page 8)

We may contact your references prior to interview unless you have ticked the boxes on the application form indicating not to. References will not be used as part of the interview process, but will be taken into account if you are offered the post. We must receive two satisfactory references about you before we can formally offer you the post.

### "Confidential - for the attention of the Recruitment Support Team"

All information provided on a "Confidential - for the attention of the Recruitment Support Team" basis is usually withheld from the recruitment and selection panel until shortlisting is complete. The information is made available to the panel for the interview and you should anticipate being asked about it.

### Rehabilitation of Offenders

Ratton School requires all applicants to disclose criminal convictions. Some posts require information relating to both "spent" and "unspent" convictions whereas other posts require "unspent" information only. Applicants will be required to apply for either a standard or enhanced disclosure from the Disclosure and Barring Service (DBS). If you require further details please visit the [www.gov.uk](http://www.gov.uk) website.

### Declaration of Interests

Direct or indirect canvassing of Ratton School staff by, or on behalf of yourself, is forbidden. If you are related to a member of staff record the details in a sealed envelope and mark it "Confidential - For the attention of the Recruitment Support Team".

### Equal Opportunities in Employment Monitoring Form

Ratton School has an Equal Opportunities in Employment Policy. One of its aims is to ensure that unfair discrimination does not occur in recruitment and in order to help us monitor the effectiveness of this Policy (and for no other reason) an Equal Opportunities in Employment Monitoring Form is attached to the Application Form. Completion of this will help us to ensure that we provide the highest standard of service to job applicants.

### Disability Guidance

The Equality Act 2010 states that you are disabled if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

# What do I do now?

Once your application form is completed and you are happy that you have provided all the information we require to shortlist, please send your application to the school by post or email. Please note that correspondence will be by email so please ensure that you include an up-to-date email address that you access regularly.

# Other important information…

### Data Protection Statement

Under the Data Protection Act 1998, the information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. Recruitment decisions will be made by a staff panel and not solely on the basis of automated decision making. If you accept a post with Ratton School, your personal information will be held for purposes relating to your Contract of Employment.

Security safeguards apply to both manual and computerised information, and only relevant personnel and managerial staff can access your information. If your application is unsuccessful, your application form and any other information we hold about you will usually be destroyed after six months. Personal information for all applicants may be retained for monitoring and future recruitment purposes.

### Evidence of Qualifications

If invited to interview, you will be required to provide evidence to prove that you hold the qualifications, which are relevant to the appointment. If the post requires you to travel on official business you will be required to produce your driver’s licence and certificate of insurance for inspection upon appointment.

### Health Statement

Where an appointment is offered, you will be required to complete a health questionnaire prior to taking up your post. You may also be required to have a medical examination or give permission for the Occupational Health Adviser to contact your GP for a report. Staff moving internally will be required to complete a health questionnaire if the new post is significantly different.

### Immigration Act 2014

It is a criminal offence under the Act to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right to live and work in the UK.

You will be required to provide evidence, prior to appointment, contained within passports, Identity Cards for Foreign Nationals or other documents on the approved UK Visas and Immigration list to satisfy the School that the Act is being complied with.

### Applications to Job Share

If you are applying on a job share basis, please indicate this on the application form, and as far as possible, the working sessions that you would prefer. This enables us to match you with other job share applicants who have indicated complementary working sessions. Please remember that the more you restrict the working sessions available to you, the more difficult it will be for us to find you a partner. Therefore, try and be as flexible as possible.

***Interview Expenses***

Ratton School does not normally pay interview expenses. We do, however, recognise that there may be occasions when candidates require assistance. Please contact the Business Manager if you require such assistance, before incurring any expense.