****St Laurence School**

*“Care Inspire Succeed”*

**APPLICATION FOR EMPLOYMENT**

**All Staff**

|  |  |
| --- | --- |
| Applicant’s Name: |  |
| Title of Post: |  |
| Closing Date: |  |
| Completed application forms  should be returned to: | Headteacher’s PA  St Laurence School  Ashley Road  Bradford on Avon  Wiltshire, BA15 1DZ |
| Alternatively, you may wish to return your application form by e-mail to: | [jobapp@st-laurence.com](mailto:jobapp@st-laurence.com) |
| Should you require any additional information in order for you to complete your application please contact: | Headteacher’s PA  01225 309506 |

**Guidance Notes:**

* Please complete **ALL** sections of the application form.
* You may wish to continue some of your answers on a separate sheet. Please make sure any additional sheets have your name on them and indicate which section they relate to.
* A CV may be submitted to supplement your application but will **NOT** be accepted instead of completing the application form.

**St Laurence School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service (DBS) check before appointment is confirmed.**

**BEFORE COMPLETING YOUR APPLICATION FORM**

This application form is an essential part of our selection process and the information you give will assist in selecting a shortlist of candidates for interview. It is therefore important that you complete the application form in full. If you wish to complete it by hand, use black ink.

Completing your application form:

* Read through the information you have been sent and in particular study the advertisement and job description.
* Complete all of the sections as fully as possible. If any information requested is not applicable to you then state this in the relevant section. It is acceptable to provide additional relevant information in support of your application for various sections of this form.
* CV – we do not accept CV’s as part of our selection process therefore, please do not include it with your application.

Commitment to safeguarding of children and young people:

The post for which you are applying gives substantial access to children. The school is committed to safeguarding and promoting the welfare of children and young people and all staff working with children and young people are expected to share a commitment to this.

It is a criminal offence for any person who is barred from working with children to apply for a position at the school. If you are shortlisted for interview, you will be asked to complete a criminal record self declaration form before your interview takes place.

Employment is conditional upon the results of a number of satisfactory clearances including:

* An identity check
* An enhanced Disclosure & Barring Service (DBS) check (with a barred list check for those working in regulated activity) which will indicate your suitability to work with children.
* A Teaching Regulation Agency (TRA) Prohibition List to ensure the candidate is not subjection to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.
* Where a person has lived or worked overseas any further checks the school considers appropriate so that relevant events that occurred outside the UK can be considered.
* Right to work in the UK check.
* Verification of professional and other qualifications
* Professional references
* Verification of fitness to work check
* A prohibition from management check under Section 128

References will be sought prior to interview and we will ask about your performance and conduct, including any disciplinary action taken and/or allegations/issues relating to children and young people in order that your suitability to work with children/young people can be assessed.

Successful applicants will be required, as part of their role, to attend regular safeguarding training and will be expected to report any concerns about safeguarding of children and/or young people in accordance with the agreed school procedures.

**1. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Preferred title: Dr, Mr, Mrs, Miss etc. |  | Surname |  |
| Forenames |  | Former Surname  (if applicable) |  |
| Known as |  | GTC/TRN number | \_ \_ / \_ \_ \_ \_ \_ |
| **Home address:**  **(please include)**  House number  Street name  Town  County  **Postcode** |  | Home telephone number |  |
| Mobile telephone number |  |
| **Term time address:**  **(please include)**  House number  Street name  Town, County  **Postcode** |  | Term time telephone number |  |
| E-mail address |  |

|  |  |  |
| --- | --- | --- |
| Do you hold qualified teacher status (QTS)? | Yes | No |
| Was your QTS gained outside of the UK? | Yes | No |

**NEWLY QUALIFIED TEACHERS**

|  |  |  |
| --- | --- | --- |
| Have you completed your induction? | Yes | No |
| If No, details when it is expected to be completed: | | |

**2. EDUCATION & QUALIFICATIONS OBTAINED**

Please include all public examinations passed, including GCSE, NVQ/GNVQ & ‘A’ Levels (or equivalents). For degrees, please specify whether Honours, Class and Division. For professional teaching qualifications please state age-range/subject(s) trained to teach. If qualified teaching status was gained overseas, please indicate whether this qualification is recognised in the UK.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name, Type and**  **Location of Institution** | **Dates**  **To/From** | **Qualifications (include subject/s & age-range)** | **Level eg BA**  **Grade/Class e.g. 2:1** | **Date Awarded** |
|  |  |  |  |  |

**3. OTHER COURSES ATTENDED IN LAST FOUR YEARS**

(Including evidence of CPD)

|  |  |  |  |
| --- | --- | --- | --- |
| **College, Education Centre or Institution** | **Dates** | | **Award/Course Title and Qualifications** |
| **From** | **To** |
|  |  |  |  |

**4. EMPLOYMENT HISTORY & REFERENCES**

Please start with the most recent and work backwards, ensuring that all periods of time are accounted for, and any gaps in employment are explained. You may attach an additional sheet if required.

Under Safeguarding Children & Safer Recruitment in Education Guidance, we reserve the right to contact any of your previous employers for a reference. We will also seek details of any disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children or young people of your suitability to work with them; this will include any disciplinary procedure where the sanction has expired.

**4a. CURRENT OR MOST RECENT APPOINTMENT**

(A reference will be sought from the Headteacher of your current/most recent school, or line manager in employment outside education)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address of School**  **(& LA if applicable)** | | **Type of School Number & Sex of Pupils** | **Subjects Taught**  **Title of Post** |
|  | |  |  |
| **Year Group of Pupils Taught** | **Full Time, Part Time or Supply** | **Dates**  **To/From** | **Name of Headteacher**  **(and e-mail address)** |
|  |  |  |  |

**LEVEL OF CURRENT POST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classroom Teachers point on scale** | **Threshold Teacher’s point on scale** | **TLR point on scale** | **Special Needs point on scale** |
|  |  |  |  |

**4b.** **PREVIOUS EMPLOYMENT**

Please start with the most recent appointment and work backwards, ensuring that all periods of time are accounted for, and any gaps in employment explained.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School Name**  **(& LA if applicable)**  **Title of Post**  **Please supply name of Headteacher** | **Type of School**  **Number & Sex of Pupils** | **Subject/s Taught** | **Spinal Point on Pay Scale** | **Full Time,**  **Part time or Supply** | **Year Group of Pupils Taught** | **Dates**  **To/From** |
| Title of Post:  Headteacher:  E-mail: |  |  |  |  |  |  |
| Reason for leaving or seeking other employment: | | | | | | |
| Title of Post:  Headteacher:  E-mail: |  |  |  |  |  |  |
| Reason for leaving or seeking other employment: | | | | | | |
| Title of Post:  Headteacher:  E-mail: |  |  |  |  |  |  |
| Reason for leaving or seeking other employment: | | | | | | |
| Title of Post:  Headteacher:  E-mail: |  |  |  |  |  |  |
| Reason for leaving or seeking other employment: | | | | | | |
| Title of Post:  Headteacher:  E-mail: |  |  |  |  |  |  |
| Reason for leaving or seeking other employment: | | | | | | |
| Title of Post:  Headteacher:  E-mail: |  |  |  |  |  |  |
| Reason for leaving or seeking other employment: | | | | | | |

**5. ADDITIONAL EXPERIENCE OUTSIDE TEACHING - Full or Part time**

A reference will be sought from your previous employer prior to interview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer**  **(include full postal and e-mail address for reference purposes)** | **Dates**  **To/From** | **Salary & Grade** | **Job Title and Main Duties** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |

**6. GAPS IN YOUR EDUCATION/EMPLOYMENT HISTORY**

Any gaps in your education/employment history must be accounted for. Please provide details and dates in the box below:

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**7. SUPPORTING STATEMENT**

Please give your reasons for applying for this post and say why you believe you are suitable for the position, including details of your knowledge/skills and experience within the area of safeguarding children and young people. Study the role description and describe any experience and skills you have gained in other jobs or similar environment which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary:

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**7a. OTHER EXPERIENCES OUTSIDE OF TEACHING**

If you would like to include information about other experiences you have had outside teaching please inform us below.

**8. PEOPLE WITH DISABILITIES**

Whilst you do not have to declare a disability here, St Laurence School is committed to promoting employment opportunities for people with disabilities, who can face additional challenges in gaining employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to have a disability? | Yes |  | No |  |
| Please indicate if you need any particular aids or modifications to assist you in attending for interview or carrying out the duties of this post. |  | | | |

**9. REHABILITATION OF OFFENDERS ACT 1974**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are “protected”. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Shortlisted candidates will be required to complete a criminal convictions self-declaration where you will be asked to provide details of all unspent convictions and those that would not be filtered. You will be asked to return the completed form to the school prior to your interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

**10. ADDITIONAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you require a work permit? | Yes |  | No |  |
| Do you hold a valid driving licence? | Yes |  | No |  |
| Are you currently volunteering in this or another school? | Yes |  | No |  |
| Are you related to or closely acquainted with a Governor or employee of the school? If yes, please give name and position here: |  |  |  |  |

**11. HOBBIES AND INTERESTS**

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**12. REFEREES**

Please provide details of two referees, including your most recent employer, (it is important to make this person aware that they will be asked to supply a reference).

If you have worked/volunteered with children and/or young people include details of your referees to cover this time period.

If you are in, or have just completed full time education, one referee should be from your College/University.

A personal referee will **only** be sought where an employer’s reference is not available.

Neither referee should be a relative or someone known to you solely as a friend.

The school reserves the right to take up references from any previous employer. We will also seek details of any disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired.

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| --- | --- | --- |
| **Name & address [inc postcode]** | **Contact number:** | **Email:** |
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**Please note:**

* The appointment is subject to satisfactory evidence of your medical fitness and the results of a “Disclosure” from the Disbarring & Barring Service.
* Data Protection Statement – Data Protection Act 1988 St Laurence School has a duty to protect personal information; St Laurence School will process this information in accordance with the Data Protection Act 1998. This information will be stored on computer and manual files
* Completion and submission of this form is taken as consent to process the information that you have provided

**13. DECLARATION**

Please note:

Deliberate omission or falsification of information could lead to the disqualification of your application or later disciplinary action or dismissal, if appointed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Please sign and date here to confirm that the information given is accurate.**   * **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.** * **I understand that providing false information is an offence which could result in my application being rejected or – if the false information comes to light after my appointment, I may be subject to disciplinary action which could lead to summary dismissal and that applying to a post working with children when I have been banned may amount to criminal offence.** * **I consent to the school processing the information on this form, including any “sensitive” information, as may be necessary during the recruitment and selection process.** * **I consent to the school making direct contact with the people specified as my referees.** | | | |
| Signed: |  | Date: |  |

**In order for the School to monitor the effectiveness of its advertising could you please indicate how you heard of this vacancy?**

Times Educational Supplement St Laurence School website

Wiltshire Schools Bulletin Other (*please state*)

ETeach website Social/Digital Media

Council website

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