# 

# Teaching Post Application Form

**Please complete ALL sections of the form**

|  |  |
| --- | --- |
| **Name of Applicant:** | **Post Applied for:** |
| **Data Protection** | |
| Your data will be processed in accordance with data processing legislation. Processing of your data will take place either because:   * You consent to your data being processed * Processing is necessary to evaluate your application for the position for which you have applied * Processing is necessary for complying with legal obligations * Processing is necessary for our legitimate interests.   For further information contact the School for a copy of our privacy notice. | |
| **Vacancy Information** | |
| Application for the post of: | |
| Closing date: | |
| **Recruitment Monitoring** | |
| Where did you first hear about this job?: | |
| **Disclosure and Barring** | |
| West Kirby Grammar School is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the School’s privacy statement.  **Do you have a DBS certificate?: □ Yes □ No**  **Do you subscribe to the DBS Update Scheme?: □ Yes □ No**  If you have lived or worked outside of the UK in the last 5 years the School may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?: □ Yes □ No** | |
| **Right to work in the UK** | |
| The School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.    By signing this application, you agree to produce such evidence when requested. | |

|  |
| --- |
| **Instructions** |
| *Please complete all sections of this form using black ink or type.*    The sections of this application form that include your personal details and equal opportunities information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.  Applications will only be accepted if they are completed in full.  Completed applications may be submitted to the Headteacher by email to office@wkgs.net, putting the post for which you are applying in the title, or alternatively may be posted to The Headteacher, West Kirby Grammar School, Graham Road, West Kirby, Wirral, Ch48 5DP. (Please ensure that a  Large Letter stamp is used if you send your application in an A4 envelope.) |

|  |  |
| --- | --- |
| **Personal details** | |
| First Name(s): |  |
| Surname: |  |
| Preferred Title: |  |
| Previous Surnames: |  |
| If you prefer to be called by a name other than the one listed above, please specify: |  |
| National Insurance No: |  |
| DfE / Teacher No: |  |

|  |  |
| --- | --- |
| **Contact Details** | |
| Address: |  |
| Post Code: |  |
| Home Phone: |  |
| Mobile Phone: |  |
| Email Address: |  |
| **Disability & Accessibility** | |
| West Kirby Grammar School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.    If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements that you require: | |

|  |  |  |
| --- | --- | --- |
| **Relationship to the School** | | |
| Please list any personal relationships that exist between you and any of the following members of the School Community:     * Governors * Staff * Pupils   *(Relationship with a member of staff or Governor does not necessarily prevent them from acting as a referee.)* | | |
| **Name** | **Relationship** | **Role at the School** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Current Post Details** |  | |
| Present Post: | Local Authority: | |
| Present  School: | Period From:  *(state month/year)*  Period To:  *(state month/year)* | |
| Address:        Post Code: |
| Telephone Number: | |
| Present salary & pay spine: | |
| Part Time/Full Time: | |
| Permanent/Temporary: | |
| Tel No: | Notice period: | |
| No. on roll: | Boys/Girls/Mixed: |  |
| Subject(s) & Key Stage: |  | |
| **Reason for Leaving Current Post (or most recent teaching post)** | | |
|  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Teaching Employment History (**in chronological order) | | |  |  |
| **Name of School** | **No. on Roll Boys/Girls/Mixed** | **Key Stages & Subjects Taught** | **Dates Employed**  (from – to) | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Employment and/or Voluntary Work** | | |  |  |
| **Dates (from – to)** | **Employer’s Name** | **Address** | **Job Title** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Gaps in Employment** |
| Please use the space below to explain any gaps in your employment. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education, Training & Development** | | | |
| **Please tell us about your education from secondary school onwards.**  *You will be required to produce evidence of qualifications* | | | |
| **Date from**  (month & year) | **Date to** (month & year) | **Name and location of School, College,**  **University or Training Provider** | **Qualifications Gained**  (including subjects grades/levels) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Training and Professional Development** – courses attended in the last 3 years, including short courses & seminars | | | |
| **Course Date/s** | **Course Title** | **Qualification** | **Course Provider** |
|  |  |  |  |

|  |
| --- |
| **Letter of Application** |
| Alongside this form, you are required to submit a letter of application. (**No more than 2 sides of A4**)    In the letter, please demonstrate your suitability for the position by giving examples to explain how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **References** | | | | | | | |
| Please give the names of **two people** who are able to comment on your suitability for this post. One must be your present or last employer. If you have not previously been employed, please provide details of other suitable referees. (NB – if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children.)  The School reserves the right to seek any additional references it deems appropriate.  Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted. | | | | | | | |
| **Referee 1** | | | | **Referee 2** | | | |
| Name: |  | | | Name: |  | | |
| Position: |  | | | Position: |  | | |
| Address: |  | | | Address: |  | | |
| Post Code: |  | | | Post Code: |  | | |
| Daytime contact number: | | |  | Daytime contact number: | | |  |
| Email address:  (this is essential) | |  | | Email address:  (this is essential) | |  | |
| Is this person your present 🞎 Yes 🞎 No or previous employer? | | | | Is this person your present 🞎 Yes 🞎 No or previous employer? | | | |
| If you answered ‘no’ to the above question, in what capacity does the referee know you? | | | | If you answered ‘no’ to the above question, in what capacity does the referee know you? | | | |
| ***References will normally be taken up prior to interview. Please indicate if your referee can be contacted at this stage.*** | | | | ***References will normally be taken up prior to interview. Please indicate if your referee can be contacted at this stage.*** | | | |
| 🞎 Yes 🞎 No | | | | 🞎 Yes 🞎 No | | | |

|  |
| --- |
| **Your availability** |
| *Please tell us when you are* ***not*** *available for interview in the 6 weeks following the closing date for this post. This does not guarantee that we will be able to accommodate your needs, particularly where an interview date has already been indicated.* |
|  |
| **Interview** |
| If you do not hear from us within six weeks of the closing date, please assume that your application has not been successful. You will find the closing date in the advertisement.    Please note that it is the School’s policy to only offer feedback to candidates who are not successful at the interview stage. |
| **Declaration** |
| *I certify that the information contained on this application form is accurate and true.*  *I understand that canvassing will automatically disqualify my application.*  *If this form is returned without a signature,it will be assumed that the applicant has accepted the above declaration.* |
| Signature: Date: |

|  |
| --- |
| **Section B – Equalities Monitoring** |
| We are bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we are complying with relevant legislation, we need to know the information requested below.  The information will **not** be used during the selection process. It will be used for monitoring purposes only. |
| **Please repeat your Personal Details** |
| Title: Full Name: Marital Status: |
| **Age** |
| What is your date of birth? DD/MM/YYYY |

|  |  |
| --- | --- |
| **Race & Ethnicity** | |
| What is your ethnic group? *Please tick the relevant ethnic group. If you are in an ‘Any Other Background’ category please state what it is.* | |
| A. White | English  Other 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  Chinese  Any Other Asian Background\* |
| D. Black or Black-British | Caribbean  African  Any Other Black Background\* |
| E. Other Ethnic Group | Arab  Gypsy/Romany/Irish Traveller  Any Other Ethnic Group\* |
| F. Prefer not to say | Prefer not to say |

|  |
| --- |
| **Country of Birth** |
| What is your country of birth?  England  Wales  Scotland  Northern Ireland  Republic of Ireland  Other (please write in the current name of the country)  Prefer not to say |
| **Religion or Belief** |
| What is your religion or Belief? \***If you have “Any Other Religion or Belief” then please state what it is.**  None  Christian (including Church of England, Catholic, Protestant & all other denominations)  Buddhist  Hindu  Jewish  Muslim  Sikh  Humanist  Atheist  Agnostic  Pagan  Any other religion or belief\*  Prefer not to say |
| **Nationality** |
| What is your nationality? (e.g. English, British, French, Spanish etc)    Prefer not to say |
| **Sexual Orientation** |
| What is your sexual orientation?  Heterosexual  Lesbian or Gay  Bisexual  Asexual  Prefer not to say |
| **Disability** |
| Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?  Yes  No  Prefer not to say |
| If you answered ‘Yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’  Physical impairment Developmental condition  Sensory impairment Other  Learning disability/difficulty  Long-standing illness  Mental health condition |
| **Marriage/Civil Partnership** |
| Are you currently married?  Yes  No  Or in a civil partnership?  Yes  No  Prefer not to say |
| **Gender** |
| What is your gender?  Male  Female  Prefer not to say |
| **Gender Reassignment** |
| Is your gender identity the same as the gender you were assigned at birth?  Yes  No  Prefer not to say |

|  |
| --- |
| *In order to improve the way in which we advertise in future, please tell us how you found out about this vacancy:*    Job Centre  School Website Newspaper or other publication  Internet/Intranet Other (please state) Personal Recommendation |
| **Confirmation of Declaration** |
| *The details given by me are correct to my knowledge and belief.*      Signature: Date: |