

## Teacher Application Form

(Part 1 of 2 Applicant Pack)

Post Applied for	
Closing Date	
Where did you see this job advertised?	

Please return this form to: Altwood Church of England School, Altwood Road, Maidenhead, Berkshire, SL6 4PU. The school does not accept cv's alone, they will only be considered as part of the additional information on a fully completed application form.

<b>Personal Details</b>			
Last Name		First Name	
Previous Last Names(s)		Title (e.g. Mr.Miss,Mrs,Ms)	
National Insurance Number		Tel Nos. Home	
		Work (if convenient)	
		Mobile	
Home Address including post code			
Email address			
Please complete your DFES / GTC Number			

(Please delete Yes/No as appropriate)

Do you hold a valid driving licence?	Yes	No
Do you own a car?	Yes	No
Do you have a car available for business use?	Yes	No
Are you related to any member, Senior Officer or Governor of the school?	Yes	No

The School has a duty to protect funds. If you are appointed, we may match or share the information you provide on this form, with information kept by other parts of the School and with other organisations who use public funds, in order to detect and prevent fraud.

## Qualifications

Do you have QTS?	Yes	No
Are you a NQT?	Yes	No
Do you hold an NPQH?	Yes	No
Are you unqualified?	Yes	No
Are you an OTT(Overseas Trained Teacher?)	Yes	No

<b>Degrees, diplomas, post graduate qualifications, teaching qualifications stating subjects, grades &amp; class of degree</b>	<b>Name of Institution</b>	<b>Date Awarded</b>

<b>GTP</b>	<b>Name of Institution/Designated Registered body</b>	<b>Dates</b>
<b>List any inset courses/training attended</b>		<b>Dates</b>

**Current or most recent employment details**

Name of Employer/LEA/School		
Address		
Telephone number		
Present post/Job title		
Date of appointment		
Date of leaving (if applicable)		
Date available		
Reason for leaving		
Specialist Subjects (if applicable)		
Age range / Key stage		
Group Size		
Please highlight below the student population		
Boys school	Girls school	Mixed school

**Current Salary details**

Current / final salary	
Unqualified Spine point	
Qualified Teacher Spine point	
Advanced Skills Teacher Spine point	
Allowances	
Teacher Learning responsibility awards (please state amount and level)	
Recruitment and Retention awards (Please state award type and level)	
Mark time safeguarding payment (please state amount)	

Special Needs 1 Special Needs 2  Please tick**Please write a brief description of duties and responsibilities**

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**Other teaching experience**

Employer/LEA	Name address and type of school (state if independent comprehensive, grant maintained)	Age group(s) taught	Job title	From D/M/Y	To D/M/Y	Reason for leaving

Employment experience other than teaching

Dates (Day/Month/Year)		Job Title and brief summary of duties and responsibilities	Salary
From	To		
Employer & Address			
From	To		
Employer & Address			
To	From		
Employer & address			

Please continue on a separate sheet if necessary

**Voluntary or unpaid work undertaken (if any)**

(this may not be connected with the post applied for, but may still be relevant)

**Supplementary information in support of your application**

Describe how you consider your knowledge, skills and experience as relevant to the post for which you are applying and those factors which make you a particularly suitable candidate. Please provide examples

Please continue on a separate sheet if necessary

**Professional qualifications, memberships and training**

Please give details including dates obtained. You will be asked to produce any relevant certificates

## References

I am providing consent for Altwood Church of England School to contact the following companies or individuals for the purposes of obtaining references. (The reference request form used is available upon request from the school Finance Department).

Please give two referees to whom confidential enquiries will be made. One must be your present or most recent employer. NB. Referees must not be members of your family, or spouse/partner

Name		Name	
Address		Address	
Tel No		Tel No	
Email		Email	
Capacity in which known (e.g. employer/line Manager)		Capacity in which known (e.g. employer/line Manager)	

The School may wish to make further enquiries of previous employers, in addition to the two referees given.

For some vacancies the selection process may involve a pre-interview establishment visit and briefing.

The School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm

**Rehabilitation of Offenders Act 1974 and Disclosure and Barring Service** Please note the following information:

### REHABILITATION OF OFFENDERS ACT 1974

You are advised that you are not entitled to withhold information about convictions which are regarded as 'spent' under the above act. This is because the nature of the work involved renders this post exempt from Section 4(2) of the Act in accordance with the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. **Please complete the attached Disclosure of Criminal Background Form**

You are therefore required to give full details of all convictions and cautions or prosecutions pending, including any 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with the School

Have you ever been convicted of a criminal offence, cautioned or have any prosecutions pending? Yes  No

If YES, please give details below of all convictions and cautions, including 'spent' convictions and cautions or prosecutions pending, in a sealed envelope and stapled to this application.

Successful candidates for exempted posts will have to complete an Enhanced Disclosure and Barring Service (DBS) application form and will not commence employment until their DBS Certificate is received and the decision to appoint has been confirmed.

Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with the School

**HEALTH RECORD** – All Appointments are subject to medical clearance by the school's Occupational Health Provider.

The School has a duty to protect funds. If you are appointed we may match or share the information you provide on this form with information kept by other parts of the school and with organisations that use public funds in order to protect and prevent fraud.

Information held about you on any of the school's databases or records may be shared and be taken into consideration when determining your suitability for employment with the school.

You are required to notify the School of any information that could be considered relevant to your application for the specific post you are applying for or to your general suitability for employment with the School.

Information supplied by you during the recruitment process may be shared with other parties for the purposes of aiding the School in carrying out its responsibilities.

I declare that the information given on this application form is, to the best of my knowledge, correct. I understand that this information may be stored as part of the School's monitoring of equal opportunities and as part of the recruitment procedure and I agree to the use of this data as specified.

I also understand that withholding relevant details or giving false information may result in my application being withdrawn or subsequent discovery of information being false may render me liable for dismissal. I will undertake to notify any material changes in the information I have given above to the school.

Signed ..... Date .....



This page is to be detached prior to Short-Listing

EQUAL OPPORTUNITIES MONITORING RECORD – The information contained on this page will be treated in the strictest confidence and will be detached prior to short-listing. Please see guidance notes for further information. It is not mandatory to provide this information. Doing so helps the school to monitor equal opportunities and complete statistical returns.

Post applied for:	Post Reference Number:
First Name:	Last Name:
School: Altwood Church of England School	
Where did you see this post advertised? School Website: <input type="checkbox"/> Jobs Go Public Website: <input type="checkbox"/> Local Newspaper: <input type="checkbox"/> National Newspaper: <input type="checkbox"/> National  Newspaper Website: <input type="checkbox"/> Professional Publication: <input type="checkbox"/> Professional Website: <input type="checkbox"/> Friend/Word of Mouth <input type="checkbox"/> TES <input type="checkbox"/> Greensheets <input type="checkbox"/>  Website other: <input type="checkbox"/> Please specify      Publication other: <input type="checkbox"/> Please specify	
Gender :	Male: <input type="checkbox"/> Female: <input type="checkbox"/>
Date of Birth:      /      /	Marital Status: Yes <input type="checkbox"/> No <input type="checkbox"/>
Please tick the category that most represents your race and ethnicity	
<b>How would you describe your ethnic origin?</b>	
<b>Asian or Asian British</b> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Other <input type="checkbox"/>	<b>Black or Black British</b> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other <input type="checkbox"/>
<b>White</b> British <input type="checkbox"/> Irish <input type="checkbox"/> Other <input type="checkbox"/>	<b>Mixed &amp; Other</b> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Other <input type="checkbox"/>
<b>Chinese or other ethnic group</b> Chinese <input type="checkbox"/> Other ethnic group <input type="checkbox"/>	
Please provide details of any adjustments/ special requirements to assist you should you be shortlisted for interview.	

**ALTWOOD CHURCH OF ENGLAND SCHOOL  
STRICTLY CONFIDENTIAL**

**Disclosure of criminal background**

The School has an obligation to ensure as far as possible that persons (either employed or as volunteers) who work with children or vulnerable adults are suitable to undertake such a role. For this reason you are required to disclose if you have any convictions, cautions and bindovers so they may be taken into account when your application is considered.

The explanatory notes attached give further information on the factors that will be taken into account when determining whether any conviction(s) may be considered relevant to your application. You are invited to read them before answering this question.

Under relevant legislation (the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975) you must disclose any convictions you may have, even if they would otherwise be regarded as "spent" under this Act, and any cautions or bindovers. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

In answering the following question you must disclose details of all convictions and cautions, including "spent" convictions and any prosecutions pending.

Have you ever been convicted of a criminal offence, cautioned or have any prosecutions pending? YES / NO

If YES, please give details of all convictions and cautions, including "spent" convictions and cautions and any prosecutions pending.

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**DECLARATION**

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

Signed: ..... Date: .....

Print name (capitals): .....

Position applied for: .....

(When you have answered the above question please return this additional sheet with your application form. If you have disclosed conviction information please place this sheet in a separate sealed envelope marked with: Your name & position applied for, and the following: DISCLOSURE INFORMATION – STRICTLY CONFIDENTIAL. This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information.)

## **ALTWOOD CHURCH OF ENGLAND SCHOOL**

Explanatory note to applicants – DBS check (previously CRB)

### **1. Introduction**

1.1 The position for which you are applying has been determined by the school as exempt from the Rehabilitation of Offenders Act 1974 in line with guidance from the Disclosure and Barring Service (DBS). Therefore you are required to declare any convictions you may have even if they would otherwise be regarded as “spent” under this Act, and any cautions or bindovers. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

### **2. Factors to be considered**

2.1 The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment.

2.2 The factors to be taken into account are:

- 2.2.1 the responsibilities of the position,
- 2.2.2 the vulnerability of children or adults supported,
- 2.2.3 the nature of the offence(s),
- 2.2.4 the number and pattern of offences (if there is more than one),
- 2.2.5 how long ago the offence(s) occurred,
- 2.2.6 the age of the offender when the offence(s) occurred.

### **3. Access to records of criminal convictions**

3.1 Under government regulations the School is able (with your consent), to access records of criminal convictions to verify the information you supply. In the event of an offer of employment it is a requirement that a check is undertaken with the DBS. (The DBS is an executive arm of the Home Office which carries out criminal conviction checks for employers). Information on the DBS can be accessed on the internet at: [://www.homeoffice.gov.uk/agencies-public-bodies/dbs/about-us1/](http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/about-us1/). If you do not give your permission it will not be possible to consider your application further.

3.2 As part of its checking procedure the DBS will also check registers of persons found to be unsuitable to work with vulnerable people which are maintained by the Department of Health and the Department for Education.

3.3 Information received from the DBS will be kept in strict confidence and will be destroyed following the recruitment decision. Information will be retained for 6 months (or where services are CSCI inspected until the next inspection) after the selection process has been completed in case the applicant or the appointing manager has any queries concerning the information.

3.4 You will be sent directly the results of your check by the DBS.

3.5 If the DBS check discloses a conviction which you had failed to declare this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.

### **4. Further Advice**

4.1 If you would like to discuss whether a conviction you have may debar you working in the role for which you are applying, you may telephone the school in confidence for advice.

### **Statement of Fair Processing**

In order for you to use this service and complete your application, we are required by law to share some important information with you and you are required to give your consent for your data to be processed for this purpose.

## **Purpose of the application**

This Disclosures system is provided to the Registered Body responsible for countersigning the applications processed on this system under the terms of a licence agreement with Atlantic Data Ltd., who process disclosure applications and host the data on behalf of the Registered Body.

Your consent is required so that:

- your employer (or the organisation requesting you to complete this criminal record check) can apply for a DBS disclosure
- the Registered Body may pass on your information to the DBS to carry out disclosure
- the DBS can complete your DBS disclosure.

## **Legal justification for the application**

Your consent is one legal basis for processing this disclosure application. In addition to your consent, your employer (or the organisation requesting you to complete this criminal record check) is likely to be able to rely on one of a number of other legal reasons for processing your data for this purpose. For example the disclosure application:

- is likely to be necessary in order for your employer (or the organisation requesting you to complete this criminal record check) to comply with their legal obligations
- may be necessary in the performance of a contract with you
- may be necessary to protect the interests of your employer (or the organisation requesting you to complete this criminal record check) to safeguard children or vulnerable adults in its care.

## **Retention**

Your personal information supplied for the purpose of a disclosure application will be retained for only as long as is necessary. For more detail about how your data is retained, please refer to our Privacy Statements below.

## **Confidentiality**

Your personal information will be treated with the strictest of confidence in accordance with data protection legislation (including the Data Protection Act and the General Data Protection Regulation). It will be securely held on a password protected database and access restricted to named individuals who require access as part of their normal duties.

For more information on how your personal data is managed, please refer to the Privacy Statements below.

To read Atlantic Data Ltd.'s Privacy Statement, please go to:

[http://atlanticdata.co.uk/files/Privacy\\_and\\_Security\\_Policy.pdf](http://atlanticdata.co.uk/files/Privacy_and_Security_Policy.pdf)

To read the Registered Body's privacy policies please visit their website.

## **Consent**

I have read and understood both Atlantic Data Ltd. and the Registered Body's Privacy Statements and policies.

I give consent for my information to be used to submit a disclosure application. I understand that Atlantic Data Ltd. and the Registered Body (Registered Body) will share this with the Disclosure and Barring Service. I also understand that my information will be used only for the purpose it is supplied, unless my prior consent is obtained.

Signed: .....

Dated: .....

## **The Disclosure and Barring Service (DBS) Statement**

The Disclosure and Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on the application form may be used to verify your identity for authentication purposes. The DBS may use any

information provided by the DBS on a certificate or otherwise held by the DBS to inform any of its barring decisions made under its powers within the Safeguarding Vulnerable Groups Act 2006.

For further information about how the Disclosure and Barring Service will process your information, please go to:

<https://www.gov.uk/government/publications/dbs-privacy-policies>

The DBS issue an electronic result directly to the Registered Body responsible for countersigning your disclosure application. The electronic result will provide an indication of the outcome of the result and may be shared with your employer (or the organisation requesting you to complete this criminal record check). The electronic result contains a message that indicates either the certificate is blank or to await sight of the hard copy certificate. This may indicate that the certificate contains information. This electronic result may be received by the Registered Body before the certificate has been received by you in the post.

**Privacy Policy - standard/enhanced checks (paper and e-Bulk applications) declaration**

I have read the Standard/Enhanced DBS check Privacy Policy for applicants at <https://www.gov.uk/government/publications/dbs-privacy-policy> and I understand how the DBS will process my personal data and the options available to me for submitting an application.