Application Form

**Teaching posts in Medway**

# CONFIDENTIAL Please complete this form in BLACK INK or TYPE

In the following sections you will be asked to provide data about yourself for the purpose of applying for this vacancy.

This data will be used by the school to evaluate your suitability for this role as part of the recruitment process. Please be advised we may keep your application data for up to 6 months after the recruitment ends, after which time it will be destroyed. However, you may ask for your application data to be destroyed at any time. You have the right, on written request, to access personal data held about you.

Please refer to the school for further information about how your data is handled and their privacy policy.

In order to comply with the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended 2013 & 2020) and the Keeping Children Safe in Education (statutory guidance); you will be asked to provide information about any criminal historyif youare shortlisted. This data will only be used to assess your eligibility for the role**.**

In order to comply with our organisation equality policy, to monitor or identify any barriers or improvements, you will be asked to complete a monitoring form. This is entirely optional and where supplied, the information will be kept confidentially and has no part in the shortlisting process.

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| **I understand how my data may be used and agree to the privacy policy. (Please tick)** |  |

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| **Post applied for:** |  | **School:** |  |

**Personal Details**

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| **Preferred title:** |  | **First names:** |  |
| **Surname:** |  | **Previous names:** |  |
| **Address:** | |  | |
| **Home Telephone Number:** | |  | |
| **Mobile Number:** | |  | |
| **Work Telephone Number:** | |  | |
| **Email Address:** | |  | |
| **National Insurance Number:** | |  | |
| **D.F.E.S REF NO. RP:** | |  | |

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| **Can you provide one of the following:**  **A British passport, a UK residence permit or a legal document that proves you have the right to work in the UK? This will be required later in the recruitment process.** | Yes |  | No |  |

**Education and Training**

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| 1. **Training as a teacher** | | | | | | | |
| Name of teacher training institution: | | | | |  | | |
| **From:** | **Month** | **Year** | **To:** | **Month** | | **Year** | **Qualification obtained** |
|  |  |  | |  |  |
| **Subjects, main and subsidiary:** | | |  | | | | |
| **Age range of pupils:** | | |  | | | | |
| **Other special interests:** | | |  | | | | |

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| 1. **University, college, other institutions** | | | | | | | | | | |
| (other than initial teacher training), give dates and state whether full-time or part-time courses | | | | | | | | | | |
| Name of institution: | | | | |  | | | | | |
| **From:** | **Month** | **Year** | **To:** | **Month** | | **Year** | | | **Qualification obtained** | |
|  |  |  | |  | | |  | |
| Part Time Course | |  | Subjects  (main and subsidiary) | | | | Hons **(with class)**  Or pass grade | | | Date of award |
| Full Time Course | |  |
| Degree/ Diploma/ Title | | | | | | | | | | |
| 1. |  | |  | | | | |  | |  |
| 2. |  | |  | | | | |  | |  |

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| 1. **Secondary Education** | | | | | | |
| Name of institution: | | | |  | | |
| **From:** | **Month** | **Year** | **To:** | **Month** | **Year** | **Academic Qualifications obtained**  (Give Subjects, Grades and Dates)  **GCSE** (or equivalent)  **A Levels** etc |
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**Career History**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please list ALL employment history since leaving school, including education and non-education employment. Please also include reasons for leaving within your employment history.**  **In addition to your employment history, please list any work undertaken, voluntary or otherwise, which involved working with children or young people.**  Please also include reasons for any gaps in employment. | | | | | | | | | |
| **Dates** | | | | **Employer, address**  **School name and address**  **Type of business or activity** | **Age range** | **Approx. School roll** | **Salary scale**  **Include responsibility points** | **Full-time**  **Part-time**  **State proportion** | **Reason for leaving** |
| **From** | | **To** | |
| **M** | **Y** | **M** | **Y** |
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**In – service training & development**

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| **Give details of relevant courses and training undertaken in the last five years** | | | |
| **Dates and duration** | **Title of course / training**  **(incl. Home study and distance learning** | **Name of provider**  **E.g. Lea, college etc.** | **Qualification obtained (if any)** |
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**Applicant Statement**

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| **Please give your reasons for applying together with details of any previous relevant knowledge, experience, or skills and how they meet the requirements of the job. Please note that CV’s will not be accepted. Give examples where you can in support of your application.** |
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**References**

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| Please give the names and addresses of two referees who can be consulted regarding your professional ability for the post.  One of which should be your current or most recent employer and completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the Headteacher/principal).  **Please note, in accordance with our Safer Recruitment processes, the right is reserved to contact any organisation detailed on the application form and the right is reserved to clarify content where information is vague or insufficient information. To discuss this please contact the recruiting organisation direct.**  Students should include their college Principal. References will be taken up before an offer of employment is made. These may be requested before interviews. | | | |
| **Can you indicate whether we may contact your referees before interview?** | | | |
| **Referee 1** |  | **Referee 2** |  |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Address:** |  | **Address:** |  |
| **Email Address:** |  | **Email Address:** |  |
| **Contact Number:** |  | **Contact Number:** |  |

**Protection of Children**

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| **Disclosure background checking for those with substantial access to children is required.**  **Please note that shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them ineligible to work with children.**  **Please note that it is an offence to apply for a role if an applicant is barred from engaging in regulated activity relevant to children.** |

**Superannuation scheme**

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| **Do you contribute to the Teacher’s Superannuation Scheme?** | | Yes |  | No |  |
| **If you contribute to another scheme give details:** |  | | | | |
| **Have you elected to pay Superannuation contributions for part-time teaching?** | | Yes |  | No |  |

**Disclosure of Relationships**

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| **Are you related by marriage, blood or as a co-habitee to any elected Member of the Council, a Senior Officer of the Council or a member of the School Governing Body?** | Yes |  | No |  |
| **If YES, please state the name, relationship and position held.** |  | | | |

**Declaration**

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| I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information or canvassed my application it may lead to disqualification or, if I have appointed, I may be dismissed. | | | |
| **Signature:** |  | **Date:** |  |

**Advertising Enquiry**

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| In order to monitor our advertising policy please could you indicate where you saw the advertisement for the post you have applied for. | | | |
| [www.medway.gov.uk](http://www.medway.gov.uk) |  | School website |  |
| [www.medway.gov.uk/teachingcareers](http://www.medway.gov.uk/teachingcareers) |  | Internal Advert |  |
| [www.jobsgopublic.com](http://www.jobsgopublic.com) |  | TES |  |
| [www.kent-teach.com](http://www.kent-teach.com) |  | Other – please specify: |  |

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|  | **Equality & Diversity Monitoring Form** |  |

The information that you provide on this form will be used for monitoring and will not be used for any other purpose or stored electronically. Information will be used in aggregate form only and where there are less than 3 people providing a response this will not be reported.

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| **AGE** | 16 - 19  |  |
| Please choose one option  only. | 20 - 29  |  |
| 30 – 39  |  |
|  | 40 - 49  |  |
|  | 50 - 59  |  |
|  | 60 - 69  |  |
|  | 70 +  |  |
| I prefer not to answer this question  | |  |

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| CARING RESPONSIBILITIES Do you have caring responsibilities (for children, parents or others)?  Please choose one option only. | | |
| Yes  | No  | I prefer not to answer this question  |

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| **DISABILITY STATUS** | | | | | | |
| Do you consider yourself to be a disabled person i.e. may experience discrimination on grounds of impairment or long-term health condition?  Please choose one option only. | | | | | | |
| Yes  | No  | | | I prefer not to answer this question  | | |
| If yes, please choose all the relevant options. | | | | | | |
|  | | | | | | |
| Physical impairment |  | Sensory impairment | | | |  |
| Mental health condition |  | Learning disability / difficulty | | | |  |
| Memory impairment |  | Visibly different | | | |  |
| Long-standing illness or health condition  | | |  | | | |
| Any other impairment  - please specify below | | | | |  | |
|  | | | | |  | |
| I prefer not to answer this question  | | | | |  | |

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| **LEGAL GENDER**  Please tick one box only | Male  | Female  |
| I prefer not to answer this question  | |  |
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| MARITAL / CIVIL PARTNERSHIP STATUS Please choose one option only (the one that best describes your status). | | |
| Married or in a  civil partnership  | Divorced or dissolved  civil partnership  | Separated, but still  legally married or in  a civil partnership  |
| Widow or widower  | Surviving partner from  a civil partnership  | Living with someone  |
| Single  |  |  |
| I prefer not to answer this question  | |  |

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| **POST CODE**  Please write your Post Code | |  | | |
| **RACE AND ETHNICITY**  Please choose one option only (the one that best describes your racial/ethnic origin). | | | | |
| White | British | |  |  |
|  | Irish | |  |  |
|  | Any other White background | |  | - please specify below |
|  |  | | | |
| Multi-Ethnic | White & Black Caribbean | |  | White & Black African  |
|  | White & Asian | |  |  |
|  | Any other Multi-Ethnic background | |  | - please specify below |
|  |  | | | |
| Asian or Asian British | Indian | |  | Pakistani  |
|  | Bangladeshi | |  | Chinese  |
|  | Any other Asian background | |  | - please specify below |
|  |  | | | |
| Black or Black British | Caribbean | |  | African  |
|  | Any other Black background | |  | - please specify below |
|  |  | | | |
| Other | Arab | |  |  |
|  | Gypsy/Romany/Traveller of Irish Heritage | |  |  |
|  | Any other Ethnic background | |  | - please specify below |
|  |  | | | |
| I prefer not to answer this question  | | | |  |

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| **RELIGION AND BELIEF**  **Do you belong to a particular religion or hold a particular belief?**  **Please choose one option only.** | | |
| Yes  | No  | I prefer not to answer this question  |
| If Yes, which option best describes your religion or belief? Please choose one option only. | | |
| Agnostic  | Hindu  | Pagan  |
| Atheism  | Humanist  | Sikh  |
| Buddhist  | Jewish  |  |
| Christianity (all  | Muslim  |  |
| denominations) |  |  |
| Other religion/belief  - please specify below | |  |
|  | | |
| I prefer not to answer this question  | |  |

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| SEXUAL ORIENTATION Please choose one option only (the one that best describes your sexuality). | | |
| Bisexual  | Gay woman/Lesbian  |  |
| Gay man  | Heterosexual/Straight  |  |
| Other  | please specify below |  |
|  | |  |
| I prefer not to answer this question  | |  |

**Protecting your personal information**

The school will keep the information provided above as confidential. Access to, retention and disposal of this information will be strictly in accordance with data protection requirements. It will be used solely to ensure that the School meets its obligations under equality legislation. Individuals will not be identifiable in any reporting.