

# Application Form

for Teachers including Head Teachers



**Osidge School is committed to protecting and safeguarding children and vulnerable adults. We apply stringent safer recruitment practices.**

Please note that it is not possible to use bold or rich text when completing this application form.

Vacancy:	School/Establishment:
Closing date:	
Ref number:	

Please complete all sections of this form carefully in typescript or black pen, following the instructions. The information you provide is the only material used in deciding if you should be interviewed.

You must complete the first and last pages of this form in full and in your personal statement show how you meet the job requirements specified in the documentation provided. This must be done, even if you submit extracts from your printed CV in response to the remaining sections of this form. The declaration of criminal offences form must be completed. The equal opportunities monitoring form does not form part of the selection process but completion allows us to monitor the effectiveness of our equal opportunities policies. If you require any reasonable adjustments as part of the application or selection process please contact us.

## PLEASE USE BLOCK CAPITALS FOR THIS SECTION

Family/Surname:	Any former Surname (if applicable):
First names:	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/>	Please specify:
<i>Tick as appropriate</i>	
National Insurance Number:	
Home/Contact Address:	Term time address for 1 <sup>st</sup> appointments
Postcode:	Postcode:
E-mail:	Mobile:
Day Telephone No:	Evening Telephone No:
If you do not wish to be contacted at work, please tick here <input type="checkbox"/>	
DES/DfEE/DfES Registration Number:	

Where did you see this vacancy advertised?

Name of publication: \_\_\_\_\_

Once completed, please return this form to:  
office@osidge.barnetmail.net

## TEACHING EXPERIENCE

PRESENT OR MOST RECENT TEACHING POST		From:	To:
School/Establishment and address:		Post held and responsibilities:	
Type of school (eg community, V/A etc):			
Salary Spinal Point:			
Age Range:	<input type="checkbox"/> Boys <input type="checkbox"/> Girls <input type="checkbox"/> Mixed	Current Salary (inc. London Weighting):	
		Allowances (please specify):	

### PREVIOUS TEACHING EXPERIENCE please continue on a separate sheet as required

Schools and addresses:	Post held and responsibilities:	From:	To:

### RELEVANT NON-TEACHING EXPERIENCE

Employer and addresses:	Post held and responsibilities:	From:	To:

# PERSONAL STATEMENT

## ABILITIES, SKILLS, KNOWLEDGE & EXPERIENCE

Use this section to show how you meet all of the shortlisting criteria for the job as set out in the enclosed person specification, drawing on all aspects of your education and experience, including paid employment and unpaid work. (please continue on a separate sheet as required).

## QUALIFICATIONS

SECONDARY SCHOOL name and address:	From:	To:	"A" level results and beyond, giving dates:

UNIVERSITIES/COLLEGES names and addresses:	From:	To:	Courses undertaken including results (type and class of degree:

Details of teaching practice (1<sup>st</sup> appointments only)

OTHER PLACES OF STUDY Attended in last 5 years:	From:	To:	Area of study and examinations passed, with dates and indicating full or part time:

Are you applying for job share?

Yes

No

If you are a teacher, are you applying with a job share partner?

Yes

No

Please specify your preferred hour/day arrangements:

Are you required to have a UK work visa/permit?

Yes

No

If so, do you have a valid visa/permit?

Yes

No

If yes, when does it expire?

Do you have a full current driving licence valid in the UK?

Yes

No

Do you have access to some form of personal transport?

Yes

No

## REFERENCES

Please give details of two referees of whom confidential enquiries may be made. One referee must be from your current employer (or most recent employer) or your current educational establishment. We may ask you for further references. *References are normally taken up prior to interview. We reserve the right to contact any of your previous employers.*

Name of referee:

Capacity in which known to you:

Position:

Organisation:

Address:

Telephone:

Email:

Name of referee:

Capacity in which known to you:

Position:

Organisation:

Address:

Telephone:

Email:

## DECLARATION

I certify that, to the best of my knowledge, the information I have provided on this form, and on my completed declaration of criminal offences form, is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice.

Signed:

Date:

**Please note that you will be asked to sign this application form if you are invited to an interview.**

# Declaration of Criminal Offences

Please read the following notes carefully.

You must inform us of any offences, convictions, cautions, bindovers or of any court cases that you have pending. Under the provision of The Rehabilitation of Offenders Act 1974, some job applicants do not have to disclose information on certain convictions after a set period of time, as they become 'spent' (see table below).

The Rehabilitation of Offenders Act 1974 applies to offences where a custodial sentence in prison (or detention in a young offenders institution) of less than 30 months was imposed. It is the sentence imposed by a court that counts (even if a suspended sentence), not the time spent in custody.

Any prison sentence greater than 30 months never becomes 'spent'.

For some jobs, all convictions must be declared and can never be considered 'spent'. For more information, please see the section below entitled 'exemptions' and information on the person specification. Failure to declare may result in the job offer being withdrawn.

## 1. Rehabilitation periods

Sentence	Time elapsed since conviction
Absolute Discharge	6 months
Borstal/Youth Custody	7 years
Care or Supervision order	1 year or until order expires (whichever is the longest)
Detention Centre	3 years
Fine or other sentence for which the Act does not specify a different rehabilitation period	5 years*
Hospital order (with or without a restriction order)	5 years, or 2 years after the order expires
Imprisonment or youth custody sentence of less than 6 months	7 years*
Imprisonment or youth custody sentence of over 6 months but not more than 21/2 years	10 years*
Order for custody in a remand home, approved school order or an attendance centre order	1 year after order expires
Probation order, conditional discharge or bound over	1 year or until order expires (whichever is the longest)

\* The above times are halved if the offender was under 18 when the offence was committed.

## 2. Exemptions

If you are applying for a job in any of the following categories, you must inform us of all offences, convictions, bindovers or of any court cases pending. All convictions must be declared and can never be considered spent:

### 1. Work involving access to children

- a) Any post whose normal duties involve carrying out work of any sort in the following establishments
- a care or residential home exclusively or mainly for children
  - an educational institution (school, college, nursery)
  - a children's home
- b) A position whose normal duties include, caring for, training, supervising or being in sole charge of children ( social workers, teachers, youth workers, leisure and recreation posts, care staff, staff responsible for accommodation)
- c) Day care premises during periods when children are present
- d) A position whose normal duties involve unsupervised contact with children under arrangements made by a parent/guardian
- e) A supervisor or manager of an individual in categories a-d.
- f) Senior posts responsible for education or social care functions of a local authority, e.g. a Chief Education Officer

### 2. Work involving access to vulnerable adults

Any employment concerned with the provision of care services to vulnerable adults which enables the employee access to vulnerable adults in the course of normal duties

A person aged 18 or over is considered vulnerable if she/he has any or a combination of the following factors:

- a substantial learning or physical disability
- a physical or mental illness, chronic or otherwise
- an addiction to alcohol or drugs
- a significant reduction in physical or mental capacity

### 3. Positions of trust

Specific posts relevant for local government are;

- solicitor
- accountant
- traffic warden/parking attendant

If you are offered a job in these categories, you will also be required to complete a further form to authorise the school to undertake a criminal record check.

**3. Declaration of criminal offences**

Using the above guidelines, please list all your cautions and criminal offences. You must include any pending convictions and indicate that they are pending in the column 'Place and date of judgement(s)'.  
If you have no convictions please write NONE and sign the form.

Your application will not be considered without completion of this section.

Nature of offence(s)	Details of offence(s)	Place and date of judgement(s)	Sentence(s)

All information given will be treated in the strictest confidence and will be used for this job application only.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to instant dismissal without notice.

Signed - Applicant:

Date (dd/mm/yyyy):

Name (please print)

**Please note that successful candidates will be required to sign their application form prior to appointment.**