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| **APPLICATION FORM – BACKGROUND INFORMATION** |
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| Application for Appointment as – |
| Date available to take up appointment – |
| Surname – |
| First Name(s) – |
| Preferred Title (e.g. Mr, Miss, Mrs, Ms, Dr) – **Date of Birth (optional) –** |
| Address – **Postcode –** |
| Home Telephone Number –Mobile No – |
| **Email Address –** |
| National Insurance Number – |
| Date of recognition as a teacher – |
| Have you completed your NQT induction period? (Yes/No) – |
| Number of years actually in teaching – |
| DCSF Number – Date started teaching – |
| YOUR PRESENT POSITION | |
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| Date started at present school/college – | |
| Date started in present post (if different from above) – | |
| Title of Present Post – | |
| Present Salary (including any Incentive Allowances) – | |
| Current TLR Payment Grade (or Leadership scale grade) - | |
| Date TLR/Leadership scale awarded – | |
| Present School/College Name and Address – **Telephone(s) – Email address -** | |
| Age range of present school – | |
| Type of School – | |
| **Local Authority -** | |
| Brief description of current duties – | |
| **PLEASE ATTACH COPIES OF YOUR LAST TWO FORMAL LESSON OBSERVATIONS FOR THIS ROLE** | |

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| **SUBJECT AREAS CURRENTLY TAUGHT** | | |
| Subject/Area | Key Stage | Date |
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| OTHER SUBJECTS YOU CAN TEACH | | |
| Subject/Area | Key Stage | Date |
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| PREVIOUS TEACHING EXPERIENCEIf necessary, include any additional information in your supporting statement. NQTs should include Teaching Practice. | | |
| **1. School/College –**  **LA –**  **Post and Allowance –**  **Number on Roll –**  **Full Time/Part Time –**  **From/To –** | | |
| **2. School/College –**  **LA –**  **Post and Allowance –**  **Number on Roll –**  **Full Time/Part Time –**  **From/To –** | | |
| **3. School/College –**  **LA –**  **Post and Allowance –**  **Number on Roll –**  **Full Time/Part Time –**  **From/To –** | | |
| **4. School/College –**  **LEA –**  **Post and Allowance –**  **Number on Roll –**  **Full Time/Part Time –**  **From/To –** | | |

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| DETAILS OF IN-SERVICE COURSES | |
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| **Summarise any *recent* in-service courses you consider to be relevant to your application.** | |
| Date: | **Course:** |

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| DEGREES OR PROFESSIONAL QUALIFICATIONS |
| Qualification (e.g. BA,Bed) – **University/College –**  **Class –**  **Date –**  **Subjects –** |
| Qualification (e.g. BA,Bed) – **University/College –**  **Class –**  **Date –** Subjects – |
| Qualification (e.g. BA,Bed) – **University/College –**  **Class –**  **Date –**  **Subjects –** |

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| EMPLOYMENT OUTSIDE TEACHING |
| Employer – **Post –**  **From/To –**  **Salary –** |
| Employer – **Post –**  **From/To –**  **Salary –** |

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| TEACHING RECORD |
| **Have you ever had any issues related to Misconduct/Gross Misconduct/Capability or Competency started against you? Yes/No** Has there ever been any type of school internal investigation for your behaviour or conduct at or outside your school? Yes/NoHas the School’s Personnel Service or other related agency ever had to be involved in any matters related to you? Yes/NoIf yes, to any of the above questions, please explain: |
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| HOBBIES AND INTERESTS |
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| REHABILITATION OF OFFENDERS |
| The post for which you have applied will bring you into contact with young people under the age of 18 years. For this reason the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and Associated Orders. Applicants are not, therefore, entitled to withhold details of any convictions. You must make a full disclosure of all convictions, however trivial and however old. If the post were offered to you, it would be conditional upon you agreeing to the request of an enhanced disclosure from the Criminal Records Bureau. If that check revealed any undisclosed convictions, the Governing Body would reserve the right to terminate your appointment. |
| Have you been convicted at any time of any criminal offence including a minor offence involving motor vehicle/s? – Yes / No |
| **If YES, please give details:** |
| PLEASE ATTACH ADDITIONAL SHEETS AS A SUPPORTING STATEMENT (please include a maximum two page summary with your name at the top and the post title applied for, outlining your skills, experience and suitability to the Post - you may wish to submit an additional CV as well) |

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| REFEREES |
| Please give THREE referees one of whom should be your Headteacher or current employer. Probationary teachers should give the Principal of their current establishment.  **Name –**  **Relationship to you professionally –**  **Position –**  **Address –**  **Daytime Telephone Number – Mobile No. -**  **Email address –** |
| **Name –**  **Relationship to you professionally –**  **Position –**  **Address –**  **Daytime Telephone Number – Mobile No. -**  **Email address –** |
| **Name –**  **Relationship to you professionally –**  **Position –**  **Address –**  **Daytime Telephone Number – Mobile No. -**  **Email address –** |

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| **GOVERNING BODY** |
| Are you related to any member of Thamesview School’s Governing Body or to the Headteacher  Yes / No (If YES, please complete space below with details): |

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| DATA PROTECTION ACT |
| I understand that personal information that I have provided will be computerised for administrative purposes including statutory returns. |

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| DECLARATION |
| I do declare that the information I have given in this application form is true and accept that if I have knowingly given false information it may result in my application being no longer considered or my appointment not being confirmed or I being dismissed. I agree that if I am offered the appointment, it will be subject to the Governing Body making checks about me against Police Records of criminal convictions and I hereby agree to such checks being carried out.  **Signature –**  **Date –**  Please state where you found out about this vacancy:………………………………………………………………………… |
| **The completed application form should be sent electronically to:**  [**k.mcgowan@thamesview.kent.sch.uk**](mailto:k.mcgowan@thamesview.kent.sch.uk)  **or as a hardcopy to:**  **HR**  **Thamesview School**  **Thong Lane**  **GRAVESEND**  **Kent**  **DA12 4LF** |

**CONFIDENTIAL**

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|  | **DISABILITY STATEMENT** |  |

**Thamesview School aims to be a fair employer and is committed to equality of opportunity for disabled people. Applications from disabled people are welcome. All disabled applicants who meet the minimum criteria will be guaranteed an interview. At interview, we have a policy of providing appropriate access and equipment to ensure that disabled people are considered on an equal basis. If you would like any further assistance or advice about this application we will try to help.**

In order to help us fulfil our aims, please answer the following questions:

1. **Do you consider yourself to be disabled? Yes No**

If **yes**, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse affect on an individual’s ability to carry out normal day-to-day activities.” **Yes No**

1. **Is there anything you would particularly like to tell us about your disability?**

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**3. If you wish us to try to arrange for any of the following to be available, if you are called for an interview,** please tick.

* induction loop or other hearing enhancement
* sign language interpreter (please state type)
* keyboard for written tests
* someone with you at the interview (e.g. advocate or facilitator)
* assistance in and out of vehicle
* accessible car parking
* wheelchair access
* accessible toilet
* other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The information you have given will only be shared with the recruiting manager if you are shortlisted. This is to enable appropriate, reasonable accommodations to be made to our selection processes and to provide facilities where necessary.

**It will be treated as confidential.** Thank you for providing this information.

**CONFIDENTIAL**

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|  | | **EQUAL OPPORTUNITIES**  **MONITORING FORM** | | | |  |
| **Thamesview School values diversity in its workforce and aims to recruit and value a workforce that reflects the diverse make-up of the community of Kent.**  **As part of our recruitment process you are required to complete this monitoring form. This page will be detached and will not form part of the selection process. We expect all our employees, and prospective employees, to support our aim to build a diverse and representative workforce.**  Please tick one box only, indicating the category that best describes your ethnic origin. | | |  | | | |
| **ETHNIC ORIGIN** | | | |
| **White**  British  Irish | |  | |
| Any other White background   (please specify) | |  | |
|  | |  | |
| **Mixed**  White and Black Caribbean  White and Black African  White and Asian | |  | |
| Any other mixed background   (please specify) | |  | |
|  | |  | |
| **Asian or Asian British**  Indian  Pakistani  Bangladeshi | |  | |
| Any other Asian background  (please specify) | |  | |
|  | |  | |
| **Black or Black British**  Caribbean  African | |  | |
| Any other Black background  (please specify) | |  | |
|  | |  | |
| **Chinese or other Ethnic Group**  Chinese | |  | |
| Any other ethnic background   (please specify) | |  | |
| **Gender** Male Female | | |  | |  | |
| **Age Range**  (Please tick) | Up to 19 **20 – 25**  **26 – 35**  **36 – 45** | | | **46 – 55**  **56 – 65**  **over 65** | | |

**Protecting your personal information** The information you have provided will be retained and used by Thamesview School only for the purposes of monitoring the composition of the workforce and the fair application of policies and procedures in line with our Equality Policy Statement. **11/04**