**‘Every Child,**



**Every Step,**

**Every Day’**

**Testwood School Testwood Lane Totton**

**Southampton SO40 3ZW**

T: 023 8086 2146 F: 023 8066 6514 [www.testwood.hants.sch.uk](http://www.testwood.hants.sch.uk/) Headteacher: Mrs J Pitman

**Application for Teaching / Support Staff Appointment**

**Application for the Post of:**

*Please complete this form accurately and in full as it forms the initial stage in the selection procedure. All entries should be typed or written in black ink or ball point pen to facilitate photocopying.*

**1. Personal Details**

Surname (Including title) Forename(s)

Address

Day time Tel. No.

Evening Tel. No.

Mobile Tel. No.

Post Code

E-mail Address

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Education, Training and Qualifications** | | | |
| From MM/YY | To MM/YY | Details of Secondary Education | Qualifications obtained detailing subjects and grades |
| From MM/YY | To MM/YY | Details of Further/Higher Education | Qualifications obtained detailing subjects  and grades |

|  |  |
| --- | --- |
| **3. Present Employment** | |
| Name and address of school/employer | Description of establishment (E.g. company type, age  range, number on roll, girls, mixed, grammar, etc.) |
| LA/Other  Specific responsibilities  Other responsibilities  Current salary and grade/upper pay scale If applicable | Date of appointment  Post held  Subjects currently teaching  Allowance/TLR points (where applicable) |

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| --- | --- | --- | --- | --- | --- |
| **4. Previous Employment** | | | | | |
| Please list all previous employment with the most recent first, state whether full time or part time and include non-teaching posts. | | | | | |
| From MM/YY | To MM/YY | School, college, LEA, other | Number on roll | Status of post, responsibilities, subject and age groups taught | Reason for leaving |

**5. In-service or Job Related Training**

Please provide details of courses attended with dates, including any relevant research and school focused training.

**6. Further Information**

You are invited to set out further information in support of your application detailing how your previous experience has prepared you for this post. Please include (if relevant), details of personal development, recent performance management outcomes, results and special interests.

|  |  |
| --- | --- |
| **7. Confidential References** | |
| Names, addresses and status of two referees (one of whom, if employed, must be your present manager, e.g. your  headteacher). | |
| 1.  Telephone  Email  Fax | 2.  Telephone  Email  Fax |

|  |  |
| --- | --- |
| **8. Personal Information** | |
| Date of birth  Male Female  Do you hold a DBS disclosure certificate issued within the last 3 years?  Yes No  If yes, please state your disclosure number and enclose a photocopy of the certificate. | NI number  DFE Number  Qualified teacher status Yes No  If qualified after 7th May 1999, statutory induction year completed?  Yes No |
| Are you registered disabled? Yes No (Please give registration number)  **OR** are you eligible to register? Yes No  Please provide brief details of disability: | |
| Where did you see the post advertised?  TES Internal vacancy bulletin Hantsnet Internet  Local Paper Please state: | |
| Please state if you are currently employed by Hampshire Local Authority Yes No  If yes, please state number of years service: | |
| How would you describe your ethnic origin?  Bangladeshi Black African Black Caribbean Black Other Chinese  Indian Irish Pakistani White Other (Please specify): | |

**9. Employment Checks**

**REHABILITATION OF OFFENDERS ACT 1974 (EXEMPTIONS) ORDER 1975**

This post is covered by the above act because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions) including those which are

‘spent’.

Have you ever been convicted of any criminal offence or been officially cautioned, warned or reprimanded in relation to any such offence? YES / NO

Are you included in any list of people barred from working with children by the Department for Education and Skills (DfE)

or the Department of Health (DoH)? YES / NO

If yes, please give details of the conviction(s) and the date(s) on a separate sheet in a sealed envelope marked for the personal attention of the Headteacher and attach it to this form.

Please Note:

 If your application is successful, prior to taking up your post, you will be required to undergo a formal disclosure

process through Disclosure and Barring Services. This will require you to complete a DBS application and to provide a range of more than one piece of documentary evidence of your identity.

 Although a criminal record involving offences against children is likely to debar you from appointment to this type

of post, the existence of other criminal convictions will not necessarily be a bar to employment.

 Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.

 It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DfE or DoH.

Please state whether to the best of your knowledge you are related to a governor or employee of Testwood School. YES / NO

If yes, please state the nature of the relationship and the name of the governor or employee of the school.

You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and

‘long-term’ negative effect on your ability to do normal daily activities. Under this definition, do you consider yourself to be disabled? YES / NO

If yes, are there any adjustments that would assist you in your application for this post?

Applications from disabled people are welcome.

I understand that if I am appointed, personal information about me will be computerised for personnel/employee

administration purposes including analysis for management purposes and statutory returns.

**THE INFORMATION ON THIS FORM IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

**SIGNATURE**

**OF CANDIDATE: DATE:**