

## **TEACHING APPLICATION FORM**

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| The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment, Selection and Disclosure Policy and Procedure. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. In order to be considered for a position at the School, you must complete this application form. A curriculum vitae (CV) **will not** be accepted in place of a completed application form. Please note that the School may carry out online searches on applicants as part of the shortlisting exercise (see the School's Recruitment, Selection and Disclosure Policy and Procedure for further information).  Please complete **All Sections** of this form as appropriate, and for ease of photocopying complete in **Type** or **Black Ink** and use **BLOCK CAPITALS**. **Where you are asked to select from a list of options, please place a ‘x’ or ‘√’ in the relevant box** | | | | | | | | | | | | | | | |
| **Position applying for:** | | | | | | | | | **Completed applications to be returned to:**  HR Department  Hallfield School  Church Road  Edgbaston  Birmingham  B15 3SJ  Email: HR@hallfieldschool.co.uk | | | | | | |
| Where did you hear about this vacancy? | | | | | | | | | | | | | | | |
| ☐ Eteach  ☐ TES | | | | | | | | | ☐ Hallfield School Website  ☐ Hallfield Employee  ☐ Other | | | | | | |
| If **Other,** please provide details: | | | | | | | | | | | | | | | |
| **Section 1: Personal Details** | | | | | | | | | | | | | | | |
| Title:  Dr/Mr/Mrs/Miss/Ms | | | | Forename(s): | | | | | | | Surname: | | | | |
| Maiden name/Previous surname: | | | | Preferred name: | | | | | | | National Insurance number: | | | | |
| Address:  Post Code: | | | | | | | | | | | Home Tel No: | | | | |
| Mobile No: | | | | |
| Email Address: | | | | | | | | | | | Do you hold a full, valid driving licence? | | | | Y/ N |
| Are you eligible for employment in the UK?  We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport, settlement status or full birth certificate to confirm this. | | | | | | | | | | | | | | | Y/N |
| Please provide details: | | | | | | | | | | | | | | |  |
| If you are shortlisted for this post, will you require any reasonable adjustments during the recruitment process? | | | | | | | | | | | | | | | Y/N |
| If Yes, please provide details: | | | | | | | | | | | | | | |  |
| Have you read the School’s Safeguarding & Child Protection Policy? | | | | | | | | | | | | | | | Y/N |
| Have you read the School’s Safer Recruitment, Selection and Disclosure Policy?  **Please note both policies are available on the School Website or from the HR department upon request** | | | | | | | | | | | | | | | Y/N |
| **Section 2: Teacher Qualifications** | | | | | | | | | | | | | | | |
| Do you have Qualified Teacher Status? | | | | | | | | | | | | | Y/N | | |
| Have you passed your ECT induction period? | | | | | | | | | | | | | Y/N | | |
| Have you gained National Professional Qualification for Headship? | | | | | | | | | | | | | Y/N | | |
| DFE Teacher Reference Number: | | | | | | | | | | | | | | | |
| GTC (Wales only) or other reference number: | | | | | | | | | | | | | | | |
| **Section 3: Age Specialism** | | | | | | | | | | | | | | | |
| Please tick all that apply | | | | | | | | | | | | | | | |
| Pre School | |  | | | | | | Key Stage 2 | | | | |  | | |
| Reception | |  | | | | | | Key Stage 3 | | | | |  | | |
| Key Stage 1 | |  | | | | | | Key Stage 4 | | | | |  | | |
| Age group(s) preferred: | | | | | | | | Subject specialisms offered: | | | | | | | |
| Section 4: Details of Online Profile | | | | | | | | | | | | | | | |
| *Keeping Children Safe in Education* (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.  You (and all other candidates) are therefore required to provide the following information as part of your application:   * the social media platforms on which you have accounts; * the account names/handles for all of your social media accounts, including any under a nickname or pseudonym; * any websites you are involved with, in or featured on or named on; and * any other publicly available online information about you of which the School should be made aware. | | | | | | | | | | | | | | | |
| Please use the box below to provide this information. If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you.  You are **not** required to provide account passwords or to grant the School access to private social media accounts.  If you are not shortlisted for the role, online searches will not be carried out on you. | | | | | | | | | | | | | | | |
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| Section 5: Prohibition from Teaching, Prohibition from Management and Disqualification from Providing Childcare | | | | | | | | | | | | | | | |
| The School is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:   * planning and preparing lessons and courses for pupils; * delivering lessons to pupils; * assessing the development, progress and attainment of pupils; and * reporting on the development, progress and attainment of pupils.   The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.  The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:   * Head; * teaching posts on the senior leadership team; * teaching posts which carry a departmental head role; * support staff posts on the senior leadership team; and * insert any other positions to which the school applies the prohibition from management check.   The School is also not permitted to employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'. For these purposes 'childcare' includes:   * all supervised activities before, during and after the school day for children in our early years’ provision i.e. for a child up to 1 September following their 5th birthday; and * provision for children who are not in our early years’ provision and who are under the age of 8, which takes place on the school premises before or after the school day.   Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes.  The declaration at Section 16 of this form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and / or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact HR@hallfieldschool.co.uk  The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. Successful applicants for 'childcare' roles will be required to complete a childcare disqualification self-declaration form. | | | | | | | | | | | | | | | |
| **Section 6: Education**  Please provide details of secondary, further and higher education, examinations passed, other relevant training undertaken and memberships of any professional bodies. Please note that you will be asked to bring along original certificates at the interview if you are shortlisted. Please start with your most recent training / qualification. | | | | | | | | | | | | | | | |
| Institution Attended | | | Period of Study (to/from) | | | | | | Qualification & Subject/s | | | | Result | | |
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| **Section 7: Professional Development**  Please give details of other courses attended and any other relevant training undertaken, including short and in-service training, during the last 3 years. | | | | | | | | | | | | | | | |
| Course Title | | | | | | | Result and Awarding Body | | | | Completion Date | | | | |
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| **Section 8: Current / Most Recent Employment** | | | | | | | | | | | | | | | |
| Position: | | | | | | | | | Current / Most Recent Employer: | | | | | | |
| Start date: | | | | | | | | | Address: | | | | | | |
| Date left (if applicable): | | | | | | | | |
| Current Salary/ Salary on leaving: | | | | | | | | |
| Allowances, Range, Point, Leading Practitioner and TLR financial value: | | | | | | | | |
| Notice required/date available to take up positon if offered: | | | | | | | | |
| Reason for leaving / seeking other employment: | | | | | | | | | | | | | | | |
| **Section 9: Previous Employment and / or Activities (including Voluntary Work) since leaving secondary education**  Starting with the most recent, please list previous experience in chronological order since leaving full time education. If gaps arise for any period post-education to present day, please explain.  Please continue on separate sheet if necessary. | | | | | | | | | | | | | | | |
| Dates | Name and Address of Employer | | | | | Position held and / or duties | | | | Reason for leaving | | | | Salary | |
|  |  | | | | |  | | | |  | | | |  | |
| **Section 10: Gaps in your employment**  If there are any gaps in your employment history, e.g. due to raising children, caring for a relative please provide details and dates. | | | | | | | | | | | | | | | |
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| **Section 11: Interests**  Please give details of your interests, hobbies and skills (in particular any which could be benefit to the School for the purposes of enriching its extra – curricular activity. | | | | | | | | | | | | | | | |
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| **Section 12: Suitability / Supporting Statement**  Please set out below the reasons for applying for this post and why you believe you are suitable for the position. Having reviewed the application pack/ job description / person specification, please include any information you feel supports your application including personal qualities, experience and skills.  For teaching posts please include details of your induction / probation, if appropriate, and if newly qualified, details of your teaching practice if you have not previously covered this. Please ensure you include details of the number of pupils on roll at schools where you have taught, together with the age range of pupils you have taught.  Please use additional sheets if necessary and ensure that each additional sheet includes your name, and the title of the post for which you are applying. | | | | | | | | | | | | | | | |
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| **Section 13: References**  Please supply the names and contact details of three people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.  If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.  If you have previously worked overseas the School may take up references from your overseas employers.  Character references may be accepted where employment references are not possible, but in this instance the referee must not be related to you nor be someone known to you solely as a friend. It is School’s intention to take up references on all shortlisted candidates before interview and we reserve the right to approach your current and any previous employer.  If the School feels it is necessary to take up additional references for any reason we will contact, you to discuss this before approaching any party for an additional reference.  The School may also telephone your referees in order to verify the reference they have provided.  If you inform your referees that you have given their details for a reference this may reduce delays.  The School treats all reference given or received as confidential which means that you will not usually be provided with a copy. | | | | | | | | | | | | | | | |
| Name: | | | | | Name: | | | | | | | Name: | | | |
| Organisation (with which your worked with them: | | | | | Organisation (with which your worked with them: | | | | | | | Organisation (with which your worked with them: | | | |
| Position you held: | | | | | Position you held: | | | | | | | Position you held: | | | |
| Relationship to you: | | | | | Relationship to you: | | | | | | | Relationship to you: | | | |
| Referee’s Job Title | | | | | Referee’s Job Title: | | | | | | | Referee’s Job Title: | | | |
| Address: | | | | | Address: | | | | | | | Address: | | | |
| Telephone No: | | | | | Telephone No: | | | | | | | Telephone No: | | | |
| Email Address: | | | | | Email Address: | | | | | | | Email Address: | | | |
| May we contact prior to interview?  Yes □ No □ | | | | | May we contact prior to interview?  Yes □ No □ | | | | | | | May we contact prior to interview?  Yes □ No □ | | | |
| If you need to provide further details please attach an additional sheet or include this within an email to the HR Manager | | | | | | | | | | | | | | | |
| **Section 14: Disclosure and Barring Service Checks, Criminal Record and Children’s Barred List** | | | | | | | | | | | | | | | |
| Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions which amount to regulated activity. If you are successful in your application, you will be required to complete a DBS Disclosure application. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and/or code of practice published by the DBS.  The School will also carry out a check of the Children’s Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration in Section 14 of this form therefore asks you to confirm whether you are barred from working with children.  The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, including cautions, for any offence (not just those involving children) which for other purposes are ‘spent’ under the provisions of the Act. The School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered ‘spent’) in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the UK if it has been filtered in accordance with the DBS filtering rules.  Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School’s objective assessment criteria set out in the School’s Safer Recruitment, Selection and Disclosure Policy and Procedure. | | | | | | | | | | | | | | | |
| **Section 15: Recruitment and Use of Information** | | | | | | | | | | | | | | | |
| It is the School’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the School’s Safer Recruitment, Selection and Disclosure Policy and Safeguarding & Child Protection Policy will be enclosed with this application or available to download from the School’s website. Please take time to read both.  If your application is successful, the School will retain the information provided in the form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documents relating to your application will normally be confidentially destroyed within six months after the date you were notified of the outcome.  Information on how the School uses personal data is set out in the School’s Privacy Notices which are available on the School website or from the HR department. | | | | | | | | | | | | | | | |
| **Section 16: Declaration** | | | | | | | | | | | | | | | |
| * **I confirm that I am not named on the Children’s Barred List or otherwise disqualified from working with children** □ * **I confirm that I am not prohibited from carrying out ‘teaching work’** □ (do not tick this box if the role for which you applying does not involve ‘teaching work’) * **I confirm that I am not prohibited from being involved in the management of an independent school** □ (do not tick this box if the role for which you applying does not involve is not a management role) * **I confirm that, to the best of my knowledge, I am not disqualified from working in early years’ provision of later years’ provision with children under the age of eight** □ (do not tick this box if the role for which you applying does not involve the provision of childcare * I confirm that I have provided details of all my online profile (including social media accounts under nicknames and/or pseudonyms) and I have not knowingly withheld any information □ * **I confirm that the information I have given on this application form is true and correct to the best of my knowledge** □ * **I understand that providing false information is an offence which could result in my application being rejected or (if false information comes to light after my appointment) summary dismissal and may amount to a criminal offence** □   **Signature of applicant: Date:**  Where this form is submitted electronically and without a signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 16. | | | | | | | | | | | | | | | |