# \\mcas7\data$\AdminShare\Marketing\Logos, templates and brand guidelines\Logos\Claires Court Brand Logos\NoBackground small.gif CLAIRES COURT APPLICATION FORM for Teaching Posts

# PRIVATE & CONFIDENTIAL

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| VACANCY DETAILS |
| Post applied for |  |
| Where advertised? |  |
| PERSONAL INFORMATION |
| Title |  | First name |  |
| Middle name(s) |  | Surname |  |
| Former name(s) |  | Date of birth |  |
| Current address |  |
| Postcode |  | Email address |  |
| Telephone number |  | Mobile number |  |
| NI Number |  | Teacher reference number |  |
| Date of QTS |  | Do you have the right to work in the UK? | YES | NO |
| Do you hold a full, current driving license? | YES | NO | Do you have your own transport? | YES | NO |
| LETTER OF APPLICATION |
| In support of your application, please supply a written statement giving your reasons for applying for this post, including a statement of ways your personal qualities and experience are relevant for the role and the person specification. Please use the continuation sheet on page 9 if necessary. |

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| EDUCATION AND ACADEMIC QUALIFICATIONS |
| School/College/University | Dates Attended | Qualifications, Grades, Awarding body & date of award |
| From | To |
| Further postgraduate qualifications (including PGCE) |  |  |  |
| Higher Education (including first Degree) |  |  |  |
| Secondary (post 16) |  |  |  |
| PRESENT APPOINTMENT (OR MOST RECENT) |
| Post held |  | Date appointed  |  |
| Please give details of any additional responsibilities |  |
| School / College address |  |
| Number on roll |  | Age Range |  | Boys/Girls/Mixed |  |
| Notice required (or leave date) |  | Permission to contact establishment for a reference? |  |  |
| Reason(s) for leaving |  |
| Final salary (including additional allowances) |  |

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| PREVIOUS TEACHING APPOINTMENTS |
| Please start with most recent and use a separate sheet of paper if necessary. Details of work outside of teaching and any gaps in employment should be recorded on page 4. |

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| Dates of appointment | Post title and name of School/College | Type of School/College, age range taught, please also state whether boys, girls or mixed | Number on roll | Salary on leaving | Reason(s) for leaving |
| From | To |
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| PROFESSIONAL DEVELOPMENT |
| Please give details of courses attended relevant to this application and indicate any awards earned. |
| Course Title | Provider | Duration | Date(s) | Awards (if any) |
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| Please give details of other expertise / experiences in education (for example – examiner for exam board, school inspector). |
| Description | First appointed | Brief outline |
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| OTHER WORK EXPERIENCE |
| Please start with most recent and use a separate sheet of paper where necessary. |
| Nature of Occupation | Employer | Dates Attended | Reasons for leaving |
| From | To |
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| GAPS IN YOUR EMPLOYMENT |
| If there are any gaps in your employment history e.g. looking after children, voluntary work and other periods when you have not been employed. Please give details of any voluntary work. |
| Dates | Reason |
| From | To |
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| INTERESTS/OUT OF SCHOOL ACTIVITIES |
| The School offers a varied extra-curricular programme - please give details of activities, whether professional or leisure, stating experience and qualifications and indicate your desired level of involvement in after school activities. |
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| OVERSEAS |
| If you have worked or lived outside the UK, for over three months during the last 5 years, **please provide details.** If your application is successful, you will need to provide a criminal records check from the relevant jurisdiction(s), and a letter of professional standing from the professional regulating authority in the country in which you worked, and / or references from any employment held.  |
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| MEMBERSHIPS OF ORGANISATIONS AND PROFESSIONAL BODIES |
| Please give details of any memberships of organisations and professional bodies. |
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| ADDITIONAL INFORMATION |
| Should you be invited for interview, please give brief details of any requirements in respect of access or facilities. |
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| REFEREES |

Notes for the applicant:-

* References will only be sought for short listed candidates. In accordance with safer recruitment guidelines we will seek references prior to interview where at all possible; **please indicate below if you do not wish us to do this**.
* Please provide details of two referees, from your current or previous employers; at least one **must** be from your present or most recent employer.
* If any reference relates to your employment at a school or college, your reference should be from the **Headteacher or Principal**.
* In accordance with Keeping Children Safe In Education (KCSIE) we are required to secure a reference from the relevant employer **from the last time you worked with children (if not currently working with children)**, if you have never worked with children, then it must be from your most recent employer.
* Your referees will be asked to comment on your suitability for the post applied for; this will include questions relating to disciplinary offences, where the disciplinary sanction remains current, and whether you have been the subject of any child protection concerns.
* We may also approach other former employers for information, before interview, to verify details on your application, such as particular experience or qualifications.
* In the event that you are unable to provide details of two referees, from your current or previous employers (or where both references relate to the same period of employment), details must also be provided for someone that we may approach for a personal character reference. Please do not give relatives or people solely in the capacity of friends as a referee.

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| **Referee 1 – Professional**  | **Referee 2 – Professional**  |
| Name |  | Name |  |
| Position |  | Position |  |
| Dates  | From |  | To |  | Dates | From |  | To |  |
| Address (inc. postcode) |  | Address (inc. postcode) |  |
| Tel No. |  | Tel No. |  |
| Email address |  | Email address |  |
| How known? |  | How known? |  |
| Permission to contact prior to interview? | YES | NO | Permission to contact prior to interview? | YES | NO |

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| **Referee 3 - Personal** |
| Name |  | Occupation |  |
| Address(inc. postcode) |  | How known? |  |
| Period known for |  |
| Tel No. |  |
| Permission to contact prior to interview? | YES | NO | Email address |  |

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| PRE-EMPLOYMENT CHECKS |
| * In accordance with our Recruitment of Ex-offenders Policy, you are advised that all posts within the School will have the opportunity for unsupervised contact with children and therefore all shortlisted candidates will be required to complete a self-declaration form to declare any convictions, cautions, reprimands or final warnings that are **not “protected”** as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf). This is regardless of whether any such convictions, caution, reprimand or final warning is considered ‘spent’ or ‘unspent’.
* The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are “protected” and not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](https://www.gov.uk/government/news/disclosure-and-barring-service-filtering). **Having a criminal record will not necessarily bar you from working with us: t**his will depend on the nature of the position and the circumstances and background of your offence(s).
* You should be aware that the School will conduct its own checks upon successfully shortlisted candidates with the DfE, Secretary of State and police records and an online search (please refer to the School’s Job Application Policy. Additionally, you will required to complete a self-declaration form to confirm that there are no reasons why you should not be working with children.
* You are advised that it is an offence to apply for the role, if you have been barred from engaging I [regulated activity](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739154/Regulated_Activity_with_Children_in_England.pdf) relevant to children.
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| DBS UPDATE SERVICE |
| If you are registered with the DBS Update Service, please sign below to authorise Claries Court School to access your DBS certificate through the Update Service should your application be successful.  |
| **Signature of Applicant: Date:****DBS Certificate number:** |
|  DECLARATIONS BY APPLICANT |
| **FAMILY / CLOSE RELATIONSHIPS** |
| In accordance with our Recruitment, Selection and Disclosure Policy and Procedure, and to ensure an unbiased selection process please provide indicated if you are you related to, or do you have a close relationship with, any member of staff working for Claires Court Schools:

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| --- | --- | --- | --- |
|  | Yes |  | No |

If you have answered yes, please state the person(s) and the relationship(s): |

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| **DECLARATION** |
|  **Please read the following carefully before signing and submitting your application**As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will carry out an online search on all shortlisted candidates and will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency). I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.**Signature of Applicant: Date:**  |

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| **DATA PROTECTION** |
| The information that you provide on this form will be used to process your application for employment.  The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in our [Job Application Privacy Notice.](https://docs.google.com/document/d/1PWZ1j-y58ZStUIaWJc-ptqacst_oWvFDZmP5gDc30bw/edit) If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.We may check the information provided by you on this form with third parties.  |

***If you have a CV, please attach a copy to your completed application form.***

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| CONTINUATION SHEET |
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