



Dudley House School

1 Dudley Road, Grantham, Lincs. NG31 9AA
Tel & Fax : 01476 400184
Email: headteacher@dudleyhouseschool.co.uk

CONFIDENTIAL APPLICATION FOR EMPLOYMENT - TEACHER

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Please complete in BLACK INK or typescript

1. Personal details

First name(s): _____ Surname: _____

Previous Names known by: _____ Preferred title: (if any): _____

Address: _____

Postcode: _____

Telephone Number : Home: _____ Work: _____

Mobile Telephone Number: _____

Email: _____

NI Number: _____ Date of Birth: _____

Teacher Reference Number: _____ Qualified Teacher Status: Yes / No
(formally DES / DFES / DFEE number)

Date Awarded: _____

2. Position applied for _____

Date available to take up employment: _____

Have you previously worked for another Seventh-day Adventist employer? Yes / No If yes, when? _____

Are you related to an employee, or governor of the school or an employee of the North England Conference? Yes / No

If yes, please provide details: Name: _____

Relationship: _____ Position: _____

3. Induction

Did you qualify as a teacher after May 1999?
If yes, where was the induction served?

Between what dates did you serve your induction?

Did you pass the induction?

Yes / No

Do you have any period left to serve on your induction?
If yes, how much longer do you have to serve?

(Please attach copies of your induction reports for the period served)

Have you passed the numeracy and literacy Skills Test?
(Newly Qualified Teachers only)

Yes / No

4. Secondary education (Earliest first)						
Dates		School name/address	Subjects	Type of Exam	Grades	Date Gained
From	To					

5. Further / Higher Education (Earliest first)						
Dates		Institution(s) attended	Type of course	Subjects	Qualification or class of degree	Date Gained
From	To					

6. Other qualifications			
College/Institute or other name	Dates		Qualification/level
	From	To	

Documentary evidence of relevant qualifications must be presented at interview. These must be the originals.

7. Experience - Present or last employment

If you have more than one post please provide details of the most relevant post here and include your other post/s under 'Previous Employments.'

Present Post Title: _____

Name and Address of workplace: _____

_____ Postcode: _____

Salary, Point and any additional responsibility points or allowances: _____

Date appointment from: _____ to: _____

Type of school: _____

Number on roll: _____

Age range taught: _____

Period of notice required: _____

Reason for leaving (if any) : _____

Key Duties and Responsibilities

Subject Strengths / Expertise:

7. Experience continued – Previous Employment

Please list in chronological order your employment history. Please be accurate listing **all** other employment, working backwards from the most recent. Please include any breaks / gaps in your employment history together with the reason. Continue on a separate sheet if necessary and attach it securely to your application form.

Date (month & year)		Employers Name	Employers Address	Position held	Full or part time	Responsibilities (Please indicate type & size of school, subjects and ages taught)	Reason for leaving Reason for break in employment
From	To						

8. In service training / Professional development			
Date	Organising Body	Course Title	Length of course

9. GENERAL

Interests/hobbies: (Give details of pastimes, sports, etc.)

Offices held in social/sports clubs, etc.

Public duties (JP, local councillor, etc.) undertaken:

Membership of professional organisation:

10. Personal referees Please give details of two referees, one of whom must be your current or most recent employer. If your current or last post was within a school, one referee must be the head teacher.
 (Referees should not be family members or from people writing solely in the capacity as a friend)

Name: _____	Name: _____
Position/Job Title: _____	Position/Job Title: _____
Address: _____	Address: _____
_____ Postcode _____	_____ Postcode _____
Telephone No: _____	Telephone No: _____
Email: _____	Email: _____
Capacity in which known to you: _____	Capacity in which known to you: _____
Known since (MM/YYYY): _____	Known since (MM/YYYY): _____

Referees will be taken up after short listing and before interview. We may request additional referees.

11. Personal statement

Please outline the skills, experience and interests which you have that are relevant to your application. Explain how these relate to the requirements of the post. (Please continue on a separate sheet if necessary – no more than 1 additional side of A4 paper).

12. Disclosure

The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children.

The post you are applying for is subject to an enhanced disclosure and you are required to declare any spent and unspent 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) by SI 2013.

You must also inform us if you are on List 99, disqualified from working with children, or have any active restriction which would prevent you taking up this post.

Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.

Failure to disclose any information required of you may result in your application being rejected or disciplinary action being taken if you have commenced employment with the School. The information you provide under this section will not be used for shortlisting purposes but will be discussed at interview if the School consider it is relevant to the position you are applying for.

Have you any spent or unspent convictions, cautions, reprimands or final warnings that are not 'protected' to declare? Yes / No

(If yes please provide details below including the nature of the offence/alleged offence, date and full name at the time of the offence.)

Date	Type of Offence	Sentence/Fine Imposed	Comments

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email helpline@nacro.org.uk or phone 0300 123 1999
Unlock – [http://hub.unlock.org.uk /contact/](http://hub.unlock.org.uk/contact/) phone 01634 247350 text 07824 113848

Are you on List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or a regulatory body? Yes / No

Are you a foreign national or a UK resident who has lived or worked abroad for more than three months in the last five years? Yes / No

If you are a foreign national or a UK resident who has lived or worked abroad for more than three months in the last five years you must obtain a Certificate of Good Repute from that Country(ies) Embassy in the UK. For example, if you have worked in France, you must obtain a Certificate of Good Repute from the French Embassy in the UK.

13. Asylum and Immigration Act, 1966

Can you provide evidence of your legal right to work in the UK? Yes / No
(You will be required to produce this documentation at interview.)

14. Medical Information

All teaching appointments are subject to medical fitness.

Are you aware of any medical condition that may affect your ability to fulfil the requirements of this post?

15. Recruitment policy

It is the organisation's policy to employ the best-qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, marital status or disability.

Declaration:

- I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a regulatory body.
- In accordance with the Data Protection Act 2018, I agree that information I have provided may be held and used for personnel reasons.
- I understand that an offer of appointment will be subject to satisfactory references, DBS, proof of identity, medical clearance, verification of qualifications, and evidence of the right to work in UK.
- I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.
- I hereby declare that information given on this form is true, complete and accurate and that I am in possession of the certificates I claim to hold.

Signature: _____

Date: _____

Print Name: _____

Date of Birth: _____

EQUAL OPPORTUNITIES POLICY

The North England Conference of Seventh-day Adventists is an Equal Opportunities employer. We operate a policy the aim of which is to ensure unfair discrimination does not take place in recruitment. In order to help us monitor this policy, and for no other reason, you are asked to provide the information requested below. This information is confidential and does not form part of your application. It will be detached from your application when received and will not be taken into account when making the appointment.

Post: _____

Surname: _____

Forename: _____

Title: _____

All names previous known by: _____

National Ins. No: _____

Date of Birth: _____

1. Are you Male? Female
2. What is your nationality? _____
3. To which ethnic and cultural groups do you belong? Please chose from one of the groups a. to e. and then tick the box to indicate your cultural background.
 - a. White: British Irish Other (Please specify) _____
 - b. Black or Black British: Caribbean African Other (Please specify) _____
 - c. Asian or Asian British: Indian Pakistani Bangladeshi Other (Please specify) _____
 - d. Chinese or other ethnic group: Chinese Other (Please specify) _____
 - e. Mixed: White and Black Caribbean White and Black African White and Asian White and Chinese
 Other (Please specify) _____
4. Do you belong to a religion faith? (Tick one box only)
 Seventh-day Adventist Other Christian (please specify) _____
 Jewish Muslim Sikh Buddhist Hindu None
 Other (please specify) _____
5. Do you consider yourself to have a disability? Yes No
6. Where did you learn of this vacancy? _____
7. To which age band do you belong? (please tick one box only)
 16-19 20-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-65 65+

Thank you for your cooperation

NOTES FOR GUIDANCE - TEACHING STAFF

THE APPLICATION FORM

Completing the application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore most important that you complete ALL sections of the application form, which are relevant to you as clearly and fully as possible.

Please do not include a Curriculum Vitae with your application, but try to include all relevant information on the form itself using additional sheets if necessary.

The following notes will explain the application form and give some useful advice on how to complete it.

Please use BLACK ink or type.

SECTION 1: PERSONAL DETAILS

Please enter your personal details fully and clearly so that we may contact you about your application.

If you are a newly qualified teacher we recognise that you may not have received your teacher reference number yet.

SECTION 2: VACANCY DETAILS

Please write in the position you are applying for if this has not already been done for you.

If you are related to a governor or an employee of the school or the North England Conference we ask you to tell us so that we can make sure all applicants are treated fairly.

SECTION 3: INDUCTION

If you are a Newly Qualified Teacher and you have served a period of induction you need to confirm where the induction was served and when. If you have not completed the full period of induction you are asked to provide copies of your induction report/s for the period of induction served and these should be enclosed with your application.

SECTION 4 & 5: EDUCATION DETAILS (SECONDARY/FURTHER EDUCATION)

We are interested in ANY form of education you are involved with or have followed, including any courses which did not lead to an examination or qualification.

We will take full note of any education or qualification gained overseas or as part of a Training Scheme.

SECTION 6: OTHER QUALIFICATIONS

Please list any other qualifications you have, especially those that may be relevant to the job.

SECTION 7: EXPERIENCE – current and previous employment

Please give full details of all employment and other experience since leaving school, including any breaks or unpaid activities such as voluntary work, child rearing, travel abroad etc. We are interested in all present or past employment you consider relevant to your application. If you have recently left school or college or a training programme and have not yet had a full time or permanent job, please give details of any other employment that you may have had such as work experience gained on Training Schemes, part time, holiday work or voluntary activities. Please include your current job title and where applicable school and LEA. Please also list the areas of the curriculum that you have particular strengths or expertise or areas you would like to develop.

SECTION 8: IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT

Please include any training you have undertaken which you feel is relevant to the job you are applying for. We do of course recognise that not everybody has had access to training opportunities.

SECTION 9: GENERAL

This section gives you chance to tell us a little bit more about your interest and hobbies.

SECTION 10: REFERENCES

Please give the names and addresses (including postcode, email and contact number) of at least two referees. If you have been or are employed, the first referee should be your present or most recent employer. If you have been unemployed for some time, you should instead, name somebody who knows you well. Students should give a College Principal as their first referee and their second referee should be a representative from their teaching practice.

"Position/Job Title" (if appropriate) refers to the referee, e.g. Manager, Senior Lecturer, Head Teacher.

SECTION 11: OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

Pick out those aspects of your experience or skills that are RELEVANT to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy. Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include important issues particularly related to the school e.g. the curriculum on offer, the ethos of the school etc.

If you are a newly qualified teacher you may wish to give us your views on working in Grantham or in a faith school. Give examples, where you can, in support of your application.

SECTION 12: DISCLOSURE

It is essential that you complete this section with full details as requested.

Please note that a conviction will include circumstances where the offender has been put on probation, has been discharged either conditionally or absolutely, or has been bound over to keep the peace or be of good behaviour.

SECTION 15: CONFIRMATION OF DETAILS

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated your application form to confirm that your details are correct and complete.

Refer to the closing date and ensure your application form is sent in plenty of time.

Applications should be received by the closing date.

Please return the form to the address shown on the first page of the application form.

You may find it useful to keep a copy of your application form. All applications are treated confidentially.

Equal Opportunities Policy and Form

An effective policy of equal opportunities necessitates the collection of information about applicants.

To ensure that our Equal Opportunities Policy is effective we need to be able to monitor the number of people applying for and starting jobs with us.

Please help us by ticking or completing the appropriate boxes in this section. Any figures gathered will not identify individuals.

This information will not be used by those involved in selection procedures and is for statistical purposes only.