



APPLICATION FOR TEACHING APPOINTMENT

Applicant's Name:

Title of post applied for:

Job Reference No.

Closing Date:

Committed to Equal Opportunities

GUIDANCE FOR THE COMPLETION OF THE APPLICATION FOR EMPLOYMENT FORM

This information has been compiled to assist you in the completion of the application form.

Please remember the application form is an essential part of our selection process, and the information you give will assist in selecting a shortlist of candidates for interview, it is therefore important that you complete the application in full.

Please complete the form using black ink, or type.

Completing your Application Form

- Read through the information you have been sent, and particularly study the advertisement, job description and person specification, (where applicable).
- Complete as fully as possible all of the sections. If any information requested is not applicable to you then please state this in the relevant section. If you have to write more than the space provides on the application form, use additional sheets of paper ensuring that you mark clearly your name and the job title and reference number on each sheet.
- Add a letter of application of no more than two sides of A4 paper.
- Curriculum Vitae (CV) – please do not enclose a CV. You are asked to complete the application form in full. If a CV is required this will be specifically requested. It is acceptable, however, to provide additional information in support of your application, but this should be relevant to the job you are applying for.
- The form can be completed and emailed to the school or printed and posted.

People with Disabilities

In order to meet the requirements of the Disability Discrimination Act 1995, and our Equal Opportunities Policy to offer a guaranteed interview to people with disabilities who meet the basic job requirements, this form seeks information on whether you consider yourself to have a disability. As the Disability Discrimination Act contains definitions of what is meant by "disability" or a "disabled person" and "substantial adverse effect", the following notes should help you to complete the answer relating to disability.

Defining a disabled person:

A person has a disability if s/he has a physical and mental impairment, which has a substantial and long-term adverse effect on her/his ability to carry out normal day to day activities.

Impairment:

This covers physical and mental impairment including learning disabilities and hearing and sight impairments.

Substantial adverse effect:

This is something that is more than minor or trivial effect, and is beyond the normal differences in ability, which exist.

Long-term effect:

This is one which has lasted or is likely to last for at least 12 months, or for the rest of a person's life. The loss of mobility due to a broken leg, which a person is likely to recover from in less than 12 months, or a long-term illness from which a person is likely to recover within 12 months are not included.

Normal day-to-day activities

These are activities carried out by people on a regular basis. It does not include activities which are normal for only a particular person, or a group of people.

An impairment has a substantial adverse effect if it affects:

- Mobility
- Ability to lift, or move everyday objects
- Manual dexterity
- Speech, hearing or eyesight (excludes the wearing of spectacles)
- Physical co-ordination
- Memory, or the ability to concentrate, learn or understand.
- Continence

Access Requirements:

If as a result of a disability you have requirements relating to the physical accessibility of the workplace, access to information in different formats or if you require support in the way of aids/adaptations to equipment, it is important that you specify these on the application form.

4. PREVIOUS TEACHING EXPERIENCE (most recent appointment first). If you are a student please include teaching practice. Please note that references may be sought from the Headteacher prior to interview. If you are a Headteacher, a reference may be sought from the appropriate LEA.

<p>Name and address of school (& LEA if applicable)</p> <p>Name of Headteacher</p> <p>Tel. no:</p> <p>Fax no:</p>	<p>Type of school</p> <p>No. & gender of students:</p> <p>Year groups of students:</p>	<p>Title of post (and scale)</p> <p>Dates From to</p> <p>Full time, part time or supply</p>	<p>Subjects taught:</p>
<p>Name and address of school (& LEA if applicable)</p> <p>Name of Headteacher</p> <p>Tel. no:</p> <p>Fax no:</p>	<p>Type of school</p> <p>No. & gender of students:</p> <p>Year groups of students:</p>	<p>Title of post (and scale)</p> <p>Dates From to</p> <p>Full time, part time or supply</p>	<p>Subjects taught:</p>
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<p>Name and address of school (& LEA if applicable)</p> <p>Name of Headteacher</p> <p>Tel. no:</p> <p>Fax no:</p>	<p>Type of school</p> <p>No. & gender of students:</p> <p>Year groups of students:</p>	<p>Title of post (and scale)</p> <p>Dates From to</p> <p>Full time, part time or supply</p>	<p>Subjects taught:</p>

5. ADDITIONAL EXPERIENCE OUTSIDE TEACHING – full or part time. A reference may be sought from your previous employer prior to interview.

Employer - with address & contact name for reference purposes	Dates		Salary and grade	Job Title and Main Duties	Reason for leaving
	From:	To:			

6. COURSES ATTENDED in last four years

Provider	Dates		Course title and Qualification
	From:	To:	

7. INTERESTS

8. REFEREES – Please supply the names of two references, one of which should be the headteacher of your current employment, or your university tutor. It is important that you make this person aware of the possibility that they may be asked to supply a reference for you.

Name and Position/Profession	Address including an email address	Tel. No.	Capacity in which you are known to this person

9. PEOPLE WITH DISABILITIES

Do you consider yourself disabled? YES NO

(please see the guidelines for completing the application for employment form)

Please indicate if you need any particular aids or modifications to assist you in attending for interview or carrying out the duties of this post:

10. CONVICTIONS

Please give details of any conviction, including the date of conviction and the sentence imposed.

N.B. i) Road traffic offences should be included.

ii) Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. In the event of employment any failure to disclose such convictions or cautions or bind over orders could result in dismissal or disciplinary action by the Authority. All convictions or cautions or bind over orders must therefore be disclosed.

Conviction	Sentence	Date

The post for which you are applying gives substantial access to children. If your application is successful, you will be required to obtain a "Disclosure" from the Disclosure & Barring Service Records. Employment with The Corsham School will be conditional upon the results of the "Disclosure" obtained, which will indicate your suitability to work with children, young adults or vulnerable adults.

11. ADDITIONAL INFORMATION

a) Do you have regular access to the use of a car?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b) Do you have a work permit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
c) The Working Time Regulations place a maximum limit on weekly hours worked. Will you continue in any other employment, should you be offered this appointment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, how many hours per week? <input type="checkbox"/>		
d) Please state in which publication you saw the advertisement for this post _____		

Please note:

- ◆ Deliberate omission or falsification of information could lead to the disqualification of your application or later dismissal, if appointed.
- ◆ The appointment is subject to satisfactory evidence of your medical fitness, and the results of a "Disclosure" from the Disclosure & Barring Service, where applicable.
- ◆ The information that you supply will be used The Corsham School for the purpose of administration in relation to prospective, current and past staff. If your application is successful, some of the information will be used to compile your personal file. It may be used and shared with other designated bodies administering public funds, for the prevention and detection of fraud.
- ◆ **Data Protection Statement – Data Protection Act 1998** The Corsham School has a duty to protect personal information; The Corsham School will process this information in accordance with the Data Protection Act 1998. This information will be stored on computer and manual files.
- ◆ Completion and submission of this form is taken as consent to process the information that you have provided.

Please sign and date below to confirm that the information given is accurate.

Signature _____ Date _____

PLEASE RETURN TO THE ADDRESS SHOWN ON THE ADVERTISEMENT

