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| Docusign Envelope ID: C99883F0-960A-45B6-9F06-68C4DE1C9338 |  |
|  | **LUDLOW JUNIOR SCHOOL CONFIDENTIAL****TEACHING APPLICATION FORM****Please use black ink/ print when completing this form** |
|  |  |  |  |

**1.** Application for the post of

at

(as advertised)

LUDLOW JUNIOR SCHOOL

**2.** Last Name First Names

Title Any Previous Last Names

|  |  |
| --- | --- |
| Address | Post Code: |

Daytime Evening /Mobile

Tel No. Tel No.

E-mail

**3. Education and qualifications (**If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given.

**(a) Secondary / Further Education**

Name of school/college

Subject and
Qualification

Dates

|  |  |
| --- | --- |
| From | To |

Grade and date
awarded

**(b) Higher Education and Courses leading to other relevant qualifications**

Such as those leading to qualified status or graduate status and to membership of professional institutions.

|  |  |  |  |
| --- | --- | --- | --- |
| Higher Education: Establishments attended | Dates | Qualification obtained and date of award | Subjects |
| From | To | Main | Subsidiary |
|   |   |   |   |   |   |



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1. **Present appointment** Local Education Authority

School/College

Number on Roll

Date appointed

(If part-time, please give details)

Incremental point

Salary Scale

Gross Salary £

Post Held (specify any additional allowances)

Subjects, age groups taught and other responsibilities

Notice required and / or date available if appointed

1. **Previous experience** If part-time appointment please state. A separate curriculum vitae should **not** be enclosed in substitution. **A continuous employment history is required from when you left full time education.**
2. **Teaching (most recent employment first)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Local Education Authority and School/College | Type of School | No. on Roll | Age Range | Status of Post, subjects taught | Reason for Leaving | Inclusive Period (month &year) |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
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1. **Other paid employment (including Service in H.M. Forces, industry). State responsibilities and reasons for leaving. Please indicate details of gaps in employment here.**

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**6. Statement in support of application.** Applicants should confine this to two sides of A4. **An additional letter is not required.**

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**7. Confidential References (Please ensure referees know this reference is being requested)**

Names, addresses and status of two referees (one of whom, if employed, must be your present manager e.g. your Headteacher). References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **(1) Present Employer**NameAddress |  |  |  | **(2)** Name Address |  |  |
| Tel No *(inc. STD code)* Fax NoEmail address Occupation |  |  |  | Tel No *(inc. STD code)* Fax NoEmail address Occupation |  |
|  |  |  |  |  |  |  |
| **8. Further information** National Insurance No. |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Teacher Reference Number |  |  |  |  |  |

Qualified Teacher Status? **YES / NO Date:**

If qualified after 7 May 1999, have you completed a statutory induction year? **YES / NO**

Do you require sponsorship (previously a work permit) to take up this post? **YES/ NO**

Where did you see the advertisement for this post?

To the best of your knowledge, do you have any association with any Trustee (Governor), Employee or Pupil at

Ludlow Junior School **YES / NO**

**If you have stated YES, please state the nature of the relationship and name of the associated person:**

**9. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “spent”. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them 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/collections/dbs-filtering-guidance>

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**PLEASE NOTE;**

* If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form 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 of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment unless other restrictions are in place through the Children’s Barred List, DBS or Teacher Regulation Agency.
* **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 DBS.
* Criminal record certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation). The school and Local Authority abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.
1. I understand that if I am shortlisted, online searches will be conducted to assess my suitability for the role and school complying with the 2010 Equality Act and Keeping Children Safe in Education (updated 2023) guidance. I understand that I will have the opportunity to address any inconsistencies at interview.
2. I understand that if I am appointed, personal information about me will be computerised for personnel / employee administration purposes in accordance with the General Data Protection Regulations. This may include analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes. I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as

leading to my application being rejected or the contract being null and void if I have already been appointed.

More detailed information about the School’s handling of your personal data can be found in its privacy notice available on the school website or available on request.

Signature of Candidate

*November 2023*

*Office Use Only:*

Date

|  |  |  |
| --- | --- | --- |
| 1.
 | *Relevant and minimum qualifications for the role met* | *YES/NO* |
| 1.
 | *Gaps in employment explained satisfactorily* | *YES/NO* |
| 1.
 | *Professional and reasonable references provided inc most recent employer* | *YES/NO* |
| 1.
 | *Transferable Risk (evidenced from CPOMS, safeguarding, PPNs, online/social media)* | *YES/NO* |
| 1.
 | *Disclosure received* | *YES/NO* |
| 1.
 | *Candidate suitable for offer of employment following interview* | *YES/NO* |

***Salary details***

*Main or Upper:*

*Point no.*

*Contract:*

*Hours p/w:*

*Executive Head Sign Off:*

*Sign:*

*Print:*

*Date:*