**TEACHING / SENCO APPLICATION FORM CONFIDENTIAL**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application for the post of** | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Advertised at school** | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Applicant's** **details** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last name | |  | | | | | | | | | | First name | | |  | | | | | | | | | | | | |
| Any other last names | |  | | | | | | | | | | Title | | |  | | | | | | | | | | | | |
| Address |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | Postcode | | | | | |  | | | |
| Day time contact no. | | |  | | | | | | | | | Evening / Mobile no | | | | | | | | |  | | | | | | |
| Email address | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **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. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Secondary / further education** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of school / college | | | Dates | | | | | | | | | Subject and  Qualification | | | | | | | | | Grade and date  awarded | | | | | | |
| From | | | | | | To | | |
|  | | |  | | | | | |  | | |  | | | | | | | | |  | | | | | | |
|  | | |  | | | | | |  | | |  | | | | | | | | |  | | | | | | |
|  | | |  | | | | | |  | | |  | | | | | | | | |  | | | | | | |
|  | | |  | | | | | |  | | |  | | | | | | | | |  | | | | | | |
|  | | |  | | | | | |  | | |  | | | | | | | | |  | | | | | | |
| **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 | | | | |
|  | | | | | |  |  | | | |  | | | | | |  | | | | | |  | | | | |
|  | | | | | |  |  | | | |  | | | | | |  | | | | | |  | | | | |
|  | | | | | |  |  | | | |  | | | | | |  | | | | | |  | | | | |
| **Present appointment** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School/College/ Establishment | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Local Authority  (if applicable) | | | | |  | | | | | | | | | | | | | | | Number on roll | | | | | |  | |
| Post Held (specify any additional allowances) | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| (If part-time, please give details) | | | | |  | | | | | | | | | | | Date appointed | | | | | |  | | | | | |
| Subjects, age groups taught and other responsibilities | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Notice required and / or date available if appointed | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Current gross salary | | | | | | | | | | | | | **£** | | | | | | | | | | | | | | |
| **Previous experience**  If part-time appointment, please state. You **should not** provide a curriculum vitae as a substitution.  **A continuous employment history is required from when you left full time education.** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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) | | |
|  | | | |  | | | |  | |  | | | |  | | | | |  | | | | | |  | |  |
|  | | | |  | | | |  | |  | | | |  | | | | |  | | | | | |  | |  |
|  | | | |  | | | |  | |  | | | |  | | | | |  | | | | | |  | |  |
|  | | | |  | | | |  | |  | | | |  | | | | |  | | | | | |  | |  |
| **Other paid employment (including Service in H.M. Forces, industry). State responsibilities and reasons for leaving. Please indicate details of gaps in employment here** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Statement in support of application.** Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.  Applicants should confine this to approximately two sides of A4. An additional letter is not required. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Statement in support of application cont.** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 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. | | | | | | | |
| **Present employer** | | **Other** | | | | | |
| Name  Address  Tel No *(inc. STD code)*  Fax No  Email address  Occupation | | Name  Address  Tel No *(inc. STD code)*  Fax No  Email address  Occupation | | | | | |
| **Further information** | | | | | | | |
| National insurance number | |  | | | | | |
| Teacher Reference Number | |  | | | | | |
| Qualified Teacher Status? | | YES | | NO | Date | |  |
| Statutory induction year completed (if qualified after 7 May 1999)? | | YES | | NO | Date | |  |
| Would you require sponsorship (previously a work permit) to take up this post? | | YES | | NO | Date | |  |
| Where did you see the advertisement for this post? | |  | | | | | |
| **Data Protection Statement** | | | | | | | |
| The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner's Office. | | | | | | | |
| **Declaration** | | | | | | | |
| I acknowledge that New Generation Schools Trust and Hope Community School are committed to safeguarding and promoting the welfare of children and young people and to this end hereby confirm that I am not on the Children’s Barred List, or otherwise disqualified from working with children or vulnerable adults or subject to any sanctions imposed by a regulatory body (including but not limited to) the General Teaching Council for England (GTCE), prior to abolition in April 2012, or by the Department for Education or General Social Care Council (GSCC). I understand that the provision of false information may possibly result in referral to the police.  I confirm have no convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).  I declare, to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, all of which must be deemed by New Generation Schools Trust and Hope Community School as satisfactory. A medical report may be requested once an offer is made.  I also declare that I will not contact any member of New Generation Schools Trust to further this application (and I understand that to do so would disqualify me from further consideration) - unless the advertisement invites me to contact a named individual to seek further details. | | | | | | | |
| **Signature of Candidate** |  | | **DATE** | | |  | |
| **Please return your completed application by email to** **naomi.pg@hopecommunityschool.org**  **In returning this application electronically you are confirming that the information is true and accurate to the best of your knowledge. If you are short-listed for this post, you will be required to sign your application form prior to interview.**  **Email is preferred but you may also return your form to: Hope Community School, Central Hall, St Mary Street, Southampton, SO14 1NF** | | | | | | | |