CONFIDENTIAL

TEACHING APPLICATION FORM

Hampshire County Council

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.

Statement in support of application cont.

Statement to illustrate how your experience meets the threshold criteria of the school - (relevant only if the post for which you are applying sits on the Upper Pay Range). Please provide evidence of how your experience, skills and abilities demonstrate that you are '*highly competent*' and have a '*sustained*' impact on teaching and learning across the school. Applicants should confine this to one side of A4. An additional letter is not required.

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.				
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?				
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				
Further information				
• 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.

- A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request.

- 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.

Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Hampshire Children's Services Department, or a governor or senior employee of a school maintained by this Authority.	YES	NO

If YES, please state the nature of relationship and the name of the County Councillor, senior member of Hampshire Children's Services Department, governor or senior employee of the school.

Nature of relationship	

Declaration

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.

Signature of Candidate		**DATE**	

Privacy notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy.

You can contact the School's Data Protection Officer if you have a concern about the way they collect or use your data.