Application for Employment - Teachers

Gildredge House School is committed to the safeguarding and promotion of the welfare of all children, young people and vulnerable adults, and expects all staff to share this commitment.

Please read the attached guidance notes for applicants before you complete your application.

The information requested in this form is important in assessing your application. Please complete this form in full. CVs are not acceptable. Please ensure that you save this document before sending, otherwise all data may be lost

Please note that it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Job details	
Post applied for:	
Subjects (if to specialise):	
If appointed when can you start:	
How did you hear about this post?	

Personal details	
Title:	
First name:	
Family Name / Surname:	
Maiden or previous name(s):	
Home address:	
Correspondence address (if different from above):	
Email address:	
Daytime telephone number:	
Home telephone number:	
Mobile telephone number:	
Teacher's Reference number	

Education & Qualifications (NB: Shortlisted candidates will be required to produced qualification certificates at interview)			
GCSE or equivalent		Pass marks	Dates
'A' OR AS level		Pass marks	Dates
Higher Education			
University :		Date:	
Degree in:		Award:	
Subject (s) studied		Pass marks	Dates

Additional Education & Qualifications - Initial Teacher Training			
University / College / Designated Recommending Body (DRB):			
Qualification gained:		Date:	
Date Qualified Teacher Status obtained:			
Have you passed the QTS skill tests:	☐ Yes ☐ No		
Have you completed the statutory induction period for Newly Qualified Teachers (NQTs)/Early Career Teachers (ECTs)? If you consider yourself to be exempt from statutory induction, please state your reason.	☐ Yes ☐ No		
If you have not yet completed the statutory induction period, please indicate which assessment periods are outstanding. Please note you will be required to share with the selection panel copies of your assessments completed by the time of your interview.			
Age range(s) for which trained:			
Principal Subject:			
Subsidiary subject(s):			

Further Qualifications & Further Training

(Including one year and one term courses and any recent short courses (e.g., NPQH Senior Leadership, NPQSL, Designated Safeguard Lead (DSL) etc.)

University, College or Organising Body	Subjects & Course Title	Qualifications Obtained	Length of courses & Dates

Current or most recent teaching post	
Name, Address and website of school / establishment	
Name of Local Authority:	
Name of Academy Trust (if applicable):	
Type of school:	☐ Boys ☐ Girls ☐ Mixed ☐ Maintained ☐ Academy ☐ Independent (Please select all that apply, as appropriate)
Number on roll:	
Telephone no:	
Position title:	
Subjects taught:	
Date appointed:	
Working hours:	☐ Full-time ☐ Part-time (please specify hours per week)
Pay Scale:	☐ Unqualified ☐ Main ☐ Upper ☐ Leading Practitioner ☐ Leadership
Spinal Column Point:	
Additional allowances (Please specify type and value)	
Are you still employed by this establishment?	☐ Yes ☐ No
Date and reason for leaving (if applicable)	

Previous Teaching Experience

(Please give the fraction of full-time where the post is / was part-time)

Name of School & Authority	Type of School & Number on Roll	Post held	Period of service From - To (exact dates)	Reason for leaving

Non-teaching employment experience

Employer	Position	From / To	Reason for leaving

Other History

(Please ensure that you provide a complete chronological history by listing below any periods not covered above in your employment history, e.g. travel, unemployment, sabbatical, carer responsibilities etc.)

From	To	Reason

Right to Work in the UK

All shortlisted candidates will be required to evidence their right to work in the UK at interview stage.

Are there any restrictions to your residence in the UK which affect your right to take up employment in the UK? (If yes, please provided details).

☐ Yes ☐ No

If you are successful in your application, would you require a work permit prior to taking up employment?

☐ Yes ☐ No

Other employment

In order to ensure compliance with the Working Time Regulations and the relevant pensions legislation, you must tell us about any other employment you hold that you intend to continue with should you be appointed. We also need to know which, if any, pension scheme you are an active member of in respect of these posts.

Job title, hours per week and employer	Active pension scheme membership
e.g. Teacher, 0.5FTE, Kent County Council	*Teachers Pension Scheme*

Pension

Are you in receipt of a pension awarded through the teachers' ill health retirement arrangement?	☐ Yes ☐ No

If 'YES', give details below: (including the date pension arrangements took effect)

(Please note that if you were awarded an ill-health pension on or after 01 April 1997, you are not eligible for future employment as a teacher)

Safety and Welfare of children

Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated?	☐ Yes ☐ No

If you have answered 'YES' to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope or an email attachment, marked confidential and send it with your application form.	
I have attached details as requested.	☐ Yes ☐ No
Disciplinary Record	
Are you (or have you ever been) dismissed from a teaching post for alleged misconduct or incompetence or resigned in the face of such allegations?	☐ Yes ☐ No
If 'YES', please give details:	
Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this applications?	☐ Yes ☐ No
If 'YES', please give details:	
Have you ever been barred from working with children?	☐ Yes ☐ No
If 'YES', please give details:	

Shortlisting self-declaration form - criminal records and other safeguarding information

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974

The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found the Disclosure and Barring Service website: Disclosure and Barring Service - GOV.UK (www.gov.uk)

You are asked to provide details of all unspent convictions and spent convictions and cautions that would not be filtered at the point of application by completing a self-disclosure declaration.

Your self-disclosure declaration form is available to download from our website, with this application pack. Please do not complete this form and include with your application.

You will be required to complete and send this declaration form to the school only if you are short listed for interview. Your disclosure form will only be viewed by the recruiting manager.

See the guidance notes for applicants for further information.

Relevant Experience & Other Information

The information you provide in this section is important in assessing your application. Please use the space, expand the space if needed (and/or additional A4 sheets, if necessary) to state your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job (please refer to the person specification for the post).

You should include details of the following, where they are relevant to the requirements of the post: present and previous teaching posts or teaching practices if you are newly qualified, other paid or unpaid employment or any other activities outside the workplace.

Educational Philosophy - Please describe your educational philosophy in no more than 500 words

Leisure Interests

Referees

Teaching vacancies:

Name, address (including post code) and status/position of two persons to whom reference may be made who can comment on your teaching and/or organisational ability. One must be your present or most recent employer.

The other must be a previous recent employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from a school, higher educational establishment or an initial teacher training provider at which you most recently carried out teaching experience. If you are not currently working with children, you should provide details of the employer where you last worked with children.

If you are a trainee teacher, please provide the name and address of your course tutor from your teacher training college. References will not be accepted from relatives or from people writing solely in the capacity of friends.

School Leadership vacancies:

For your application for any of the following vacancies, please see below the requirements for your referees:

- Executive Headteacher or Headteacher - irrespective of your current teaching/school leadership role please provide the name, role, and contact details of the chair of governors of your current or most recent school and the Director of Children's Services (CSD) or Multi Academy Trust (MAT) Chief Executive Officer (CEO).
- Head of School – irrespective of your current teaching/leadership role please provide the name, role, and contact details of your executive headteacher/headteacher of your current or most recent school.
- Deputy Headteacher - irrespective of your current teaching/leadership role please provide the name, role, and contact details of your executive headteacher/headteacher of your current or most recent school.
- Assistant Headteacher - irrespective of your current teaching/leadership role please provide the name, role, and contact details of your executive headteacher/headteacher of your current or most recent school.

References will be taken up if you are called for interview. In view of the nature of the job, no offer of employment can be made without these. If, for any reason, you feel unable to give your present or most recent employer as a referee, or cannot consent to referees being contacted prior to interview, please send a covering letter explaining why.

In the event we seek references prior to a provisional job offer being made, we will not seek information relating to sickness absence or medical history.

If you do not wish for us to contact your referees or previous employers prior to interview, please indicate below, giving your reason why:

1) Present/Most recent employer/Chair of Governors/ MAT CEO			
Name:			
Address:			
Occupation:			
Telephone no.			
Email address:			
2) Previous employer/Chair of Governors/Director of Children's Services/ MAT CEO			
Name:			
Address:			
Occupation:			
Telephone no.			
Email address:			
3) Course Tutor (trainee teachers only)			
Name:			
Address:			
Occupation:			
Telephone no.			
Email address:			
We may also seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.			

Canvassing	
You are required to declare any relationships with any employee of the School as canvassing, whether direct or indirect, will invalidate your application.	
Are you related to any employee of the School?	☐ Yes ☐ No
If 'YES', please give details (stating department and job title)	

Declaration

I declare that the information given is true and understand that (a) canvassing of School employees directly or indirectly will invalidate this application, and (b) the School reserves the right to seek verification from me of the factual basis for any information provided.

I suffer no legal impediment to taking up employment with Gildredge House School if so appointed and I accept that the discovery of any legal impediment after an appointment has been made may lead to my immediate dismissal.

Signature:			Date:	
Print name:				
If form has been completed electronically, please place an 'x' in this box to indicate your consent →	☐			

Data Protection

Gildredge House School will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

We may conduct online searches for shortlisted candidates, as part of our due diligence checks.

For further information, see our privacy notice on our website.

Guidance Notes for Applicants

Application Form

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form will very likely be photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions. Please make sure you complete the application form that was sent to you with the application pack as this will be the most up to date version.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached to the application on a separate sheet. Please refer to the information contained within the recruitment pack for the length and presentation of your personal statement.

Letter of Application

In addition to the application form, we ask that you write a covering letter briefly describing the extent to which your experience has prepared you for the post for which you have applied.

The selection panel will look to see how well you have focused your application on the needs of the school in addition to relating your skills and knowledge to the person specification with supporting evidence which demonstrates how you meet the range of criteria

Referees

We take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present school for less than five years, the governing body may wish to seek further supporting information from your previous employer(s).

Qualifications

Please bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications (excluding GCSE, "O" and "A" levels) to your interview. The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved the National Professional Qualification for

Headteachers (NPQH) or any other professional qualifications e.g. National Qualification for School Leaders (NPQSL), National Qualification for Middle Leaders (NPQML), please bring copies of these qualifications to the interview for checking.

Criminal Convictions - Why we need you to declare your criminal convictions and other related information.

Working within a school is exempt from the Rehabilitation of Offenders Act and this role is eligible for an enhanced DBS check and access to the barred list.

We therefore ask you to complete the Shortlisting - employment self-declaration and disclosure form as fully as possible and bring it with you to the interview. A copy of the form is available to download from our website, as part of the application pack, or will be sent to you if you are invited to attend an interview.

The only people who will see the information will be those directly involved in the recruitment process. All information will be handled in accordance with the Criminal Records Code of Practice. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position.

If you are successful at interview, we will require an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS) as part of the pre-employment checks.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the post you have applied for and the relevance and circumstances of your offences, as set out in our Criminal Records Code of Practice. We also comply with the Disclosure & Barring Service's Code of Practice, which is available on their website at DBS code of practice - GOV.UK (www.gov.uk)

We ensure that anyone making appointment decisions has the necessary information and support to assess the relevance and circumstances of any offences.

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance.

The post applied for is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent convictions and conditional cautions
- All spent convictions and adult cautions that are not protected (i.e., that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides 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 about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.
Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)

The filtering rules were updated on 28th November 2020 as follows:

- Warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate.
- The multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.

An additional change was made on 28 October 2023:

- All unspent conditional cautions and convictions (as defined by the Rehabilitation of Offenders Act) will be automatically disclosed

The information disclosed on this form will not be kept with your application form during the application process.

Further information on filtering can be found at Nacro Criminal Record Support Service | Nacro

There is a list of offences that will always be disclosed on a Standard or Enhanced DBS certificate (unless they relate to a youth caution). These are known as 'specified offences' and are usually of a serious violent or sexual nature or are relevant for safeguarding children and vulnerable adults.

List of offences that will never be filtered from a DBS certificate - GOV.UK (www.gov.uk)

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement which will be assessed by the school's Occupational Health provider, where relevant.

Gildredge House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with Gildredge House School as the employer.

This disclosure will need to be approved by the School before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) **(Extended Entitlement) (Amendment) Regulations 2018 ("the 2018 Regulations")**

The post of Headteacher is directly concerned with the management of early or later years provision; therefore, the post is covered by the 2018 Regulations.

The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations.

If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

Other teaching and leadership posts may also be subject to these Regulations.

Eligibility to Work in the UK

It is a criminal offence to employ persons whose immigration status prevents them from working in this country.

You will be required to provide evidence, prior to appointment, contained within passports, Identity Cards for Foreign Nationals or other documents on the approved UK Visas and Immigration list to satisfy the County Council that you have the right to work in the UK.

We would like to take this opportunity to thank you for your interest in working with Gildredge House School and wish you every success in the future.

Note to Candidates:

If you have not heard from us within 4 weeks of the closing date, you should normally assume that on this occasion you have not been selected for interview.