



## Teaching Post Application Form

### HOW TO COMPLETE THIS FORM

The accompanying notes should be read carefully before attempting to complete this form. Once fully complete, this form should be **returned to Mrs Gail Clay, Headteachers' PA – clayg@hartismere.com** or to the above address **together with a separate supporting statement** expanding upon the information disclosed in this form and referring specifically to the requirements of any job description provided. The statement and this form may be handwritten (in black ink) or typed. **For information on how we process and store the personal data you disclose to us in this form, please see the Data Protection Notice at the end of this form.**

Application for appointment as

#### A. PERSONAL DETAILS (See Notes 1 and 2)

|                                    |                      |                         |                      |
|------------------------------------|----------------------|-------------------------|----------------------|
| <b>Surname</b>                     | <input type="text"/> | <b>Address</b>          | <input type="text"/> |
| <b>Title</b>                       | <input type="text"/> | <b>County</b>           | <input type="text"/> |
| <b>Forenames</b>                   | <input type="text"/> | <b>Post Code</b>        | <input type="text"/> |
| <b>Any surname used previously</b> | <input type="text"/> | <b>Telephone Number</b> | <input type="text"/> |
| <b>e.g. Maiden name</b>            | <input type="text"/> | <b>Mobile Number</b>    | <input type="text"/> |
| <b>Date of Birth</b>               | <input type="text"/> | <b>Email address</b>    | <input type="text"/> |
| <b>DFE Teacher Ref No</b>          | <input type="text"/> |                         |                      |
| <b>National Insurance No</b>       | <input type="text"/> |                         |                      |

#### B. SECONDARY EDUCATION

| Schools              | From | To | Examination Results (subject, level and grade) | Date |
|----------------------|------|----|--|------|
| <br><br><br><br><br> |      |    |  |      |

#### C. FURTHER AND HIGHER EDUCATION

| University, Polytechnic, College, etc. | From | To | FT/PT | Qualification | Level | Main Subject |
|--|------|----|-------|---------------|-------|--------------|
| <br><br><br><br><br>                   |      |    |       |               |       |              |

**D. INDUSTRIAL/COMMERCIAL EXPERIENCE AND SERVICE IN HM FORCES**

| Company or Establishment | Nature of business | Position held | FT/PT | From | To |
|--------------------------|--------------------|---------------|-------|------|----|
|                          |                    |               |       |      |    |

**E. PREVIOUS TEACHING EXPERIENCE** (Earliest first, in chronological order)

| Name/type of school/college and employing Authority | Age range | Number on roll | Age groups taught | Post held, status, salary and allowance | FT/PT | From | To |
|---|-----------|----------------|-------------------|---|-------|------|----|
|   |           |                |                   |   |       |      |    |

**F. PRESENT POST** (OR MOST RECENT POST IF NOT CURRENTLY EMPLOYED) (See Note 3)

Appointment held

Date appointed

Date left

Name and address of LEA or other employer:

- STATUS:
- Qualified Teacher
  - Probationary Teacher
  - Licensed Teacher
  - Instructor
  - Overseas Trained Teacher

Name, address and type of school/establishment

SALARY DETAILS Give points awarded for:

|                           |                             |
|---------------------------|-----------------------------|
| Qualifications/Experience | <input type="text"/>        |
| Responsibilities          | <input type="text"/>        |
| Recruitment/Retention     | <input type="text"/>        |
| Excellence                | <input type="text"/>        |
| Special Needs             | <input type="text"/>        |
| Total                     | <input type="text"/>        |
| Salary (& Group No.)      | £ <input type="text"/> p.a. |

Number on roll  Age range

Age range of pupils taught

**G. PROFESSIONAL QUALIFICATIONS OR MEMBERSHIP OF PROFESSIONAL BODIES**

**H. PERSONAL INTERESTS**

**I. TRACK RECORD OF STUDENT ACHIEVEMENT (please give details)**

**J. KEY ACHIEVEMENTS**

**K. TEACHING STRENGTHS AND AREAS FOR DEVELOPMENT****L. DETAILS OF INVOLVEMENT IN EXTRA CURRICULAR ACTIVITIES****M. REFERENCES** (See Note 4)

Please give the names of two referees who have had a professional interest in your work as a teacher, one of whom should be your current or most recent employer. Friends and relatives are not acceptable referees.

|    |          |                      |              |                      |
|----|----------|----------------------|--------------|----------------------|
| 1. | Name     | <input type="text"/> | Job Title    | <input type="text"/> |
|    | Address  | <input type="text"/> | Telephone No | <input type="text"/> |
|    | Postcode | <input type="text"/> | Mobile No    | <input type="text"/> |
|    |          |                      | Email        | <input type="text"/> |
| 2. | Name     | <input type="text"/> | Job Title    | <input type="text"/> |
|    | Address  | <input type="text"/> | Telephone No | <input type="text"/> |
|    | Postcode | <input type="text"/> | Mobile No    | <input type="text"/> |
|    |          |                      | Email        | <input type="text"/> |

**N. DISCLOSURE AND BARRING AND RECRUITMENT CHECKS**

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

This post is a "regulated activity" and will therefore include a DBS barred list check.

**It is an offence to seek employment in regulated activity if you are on a barred list.**

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice as explained below.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

**O. TIME SPENT LIVING AND/OR WORKING OVERSEAS**

If you have lived and/or worked outside the UK in the last five years, the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We will base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you have spent in or out of the UK

**Have you spent time living and/or working outside the UK in the last five years?**

Yes  No

If yes, please give details, including countries and relevant dates:

Do you have the right to work in the UK?

Yes  No

If yes, please state on which basis:

- UK citizen
- EU settled status
- Skilled worker visa
- Graduate visa
- Youth mobility visa
- Other – please provide full details in the box below:

**P. PLEASE GIVE DETAILS BELOW OF ANY RELATIVES OR STAFF EMPLOYED BY THE TRUST****Q. RIGHT TO WORK IN THE UK**

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

**By signing this application, you agree to provide such evidence when requested.**

**DECLARATION**

To the best of my knowledge the information on this form is correct. I understand that canvassing of Governors, the Headteachers or other members of staff of the school, giving false information or omitting to give information could disqualify my application, or, if appointed, could lead to dismissal.

Signed:

Date:

The school has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

**DATA PROTECTION NOTICE**

Throughout this form we ask for some personal information about you. We will only use this data in line with the Data Protection Act 2018 and UK GDPR and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it in order to comply with our legal obligations

The period for which we retain your data depends upon whether or not you are successfully appointed to the role:

- For unsuccessful candidates- we retain data for six months following the appointment of the successful candidate.
- For successful candidates- we retain applications forms, references, DBS information and other documents for the duration of the employment plus six years.

Further information on the data retention guidelines we use can be found here:

<https://irms.org.uk/page/SchoolsToolkit>

For more information on how we process the personal data of staff members, please see our **Privacy**

**Notice** available on the school website: <https://www.hartismere.com/24596/Hartismere-Family-Privacy-Notice>

## Hartismere School

NOTES TO ACCOMPANY FORM OF APPLICATION FOR A TEACHING POST

### 1. COMPLETION OF FORM

Please note that a separate curriculum vitae is not regarded as an adequate alternative to full completion of the application form and the provision of a relevant supporting letter.

### 2. EQUAL OPPORTUNITIES

Hartismere operates a policy of equal opportunities irrespective of an applicant's or employee's sex, marital status, colour, race, nationality, ethnic or national origin or religion age, Trade Union membership or non-membership. Applications will be welcome from persons with a disability who have the necessary attributes for a post

### 3. PRESENT POST

#### a) Status

Candidates should ensure that they have indicated clearly their teaching status, as this has an effect on the level of salary paid. Teachers qualified for Further Education may not have qualified status in schools catering for pupils of statutory age. Applicants whose qualifications were obtained abroad must provide written evidence from the Department for Education that their qualified status is valid in England and Wales. The possession of a DFE reference number does not automatically indicate qualified status.

#### b) Salary

It is important to include details of the composition of your present salary on page 1. This should have been notified to you by your present employer during the last year. Candidates currently paid on Head or Deputy Head scales should please indicate the group number and salary only for their present post.

### 4. REFERENCES

#### a) Applicants for teaching posts

The first referee should be the Headteacher or Principal of your present (or most recent) school, college or place of employment.

The second referee should be another person who is familiar with your professional work.

#### b) Applicants for Headship and Deputy Headship posts

The first referee should be your present employer. This would normally be the Chief, Area or Divisional Education Officer, as appropriate.

For candidates currently at Deputy Headteacher level or below, the second referee should be the present (or most recent) Headteacher or Principal. A serving Headteacher should give the name of another person who is familiar with their professional work.

#### c) General

The school reserves the right to approach any previous employer for a reference and may specifically ask for details of any disciplinary offences.

## 5. HEALTH

The school reserves the right, in appropriate circumstances, to require applicants to produce a certificate of fitness to work from an approved medical practitioner if after a post is offered it becomes apparent that the applicant has a medical condition.

## 6. CONVICTIONS

Rehabilitation of Offenders Act, 1974 (Exceptions Order, 1975) (2013 and 2020)

Please note that applicants for teaching posts are not entitled to withhold information about past convictions, 'spent' or otherwise, under the terms of the above Act. The Act made a specific exception in respect of teachers in schools or establishments for further education and any other employment which is carried out wholly or partly within the precincts of a school or further education establishment which involves access to persons under the age of 18 as part of the employee's normal duties.

You must disclose any past convictions at the time of your application. In the event of employment being offered and taken up, any failure to disclose such convictions is likely to result in disciplinary action by the school which may lead to dismissal.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

## 7. SAFEGUARDING

Hartismere is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our child protection and safeguarding policy can be found via our website - <https://www.hartismere.com/Information/School-Policies>

Enhanced DBS & Social Media checks will be carried out for all posts, if you subscribe to the DBS Update Service you will be requested to give permission for the school to go online to carry out a check to find out if the information released on the DBS certificate is current and up to date.

## Hartismere School

### Person Specification:

We require someone with:

- A consistent track record of very high levels of pupil achievement
- A strong track record of teaching to a very high standard
- A strong track record of very high levels of student engagement and behaviour
- A strong track record of very high levels of personal organisation
- A strong track record of commitment to extra curricular activities

### Job Description: Core Element

1. To ensure high standards of achievement and progress amongst those pupils taught regularly in lessons.
2. To provide consistently high quality teaching in lessons for pupils in all key stages.
3. To provide high quality feedback to pupils on how to improve the standard of their work in accordance with school policies and the direction of the head of department or headteachers.
4. To set high quality homework and meaningful homework in accordance with school policies and the



direction of the head of department or school leadership team.

- 5.** To maintain a high standard of educational classroom display material and contribute to departmental and whole school display activities.
- 6.** To ensure and maintain good order in the classroom so that children are able to learn, free from disruption.
- 7.** To liaise with learning support assistants in order to ensure the most effective adaptations for pupils.
- 8.** To deliver and feedback on schemes of work and programmes of study as required by the head of department.
- 9.** To write reports on pupil progress for parents and carers as well as other school leaders as required.
- 10.** To cooperate fully with the school's arrangements for the safeguarding of children.
- 11.** To act as a form tutor as required and in so doing to support high standards of behaviour throughout the school by the application of whole school expectations for form time and social time.
- 12.** To attend and contribute positively to whole school, pastoral and subject meetings as required by the headteachers, head of year and head of department.
- 13.** To demonstrate a consistent support for the enrichment of students' education through extra-curricular trips, clubs, exhibitions and other activities.
- 14.** To provide active and positive support for school events including parent consultation evenings, celebration and awards events, open evenings and afternoons and other occasions as requested by the headteachers.
- 15.** To engage enthusiastically with your own professional development as a teacher and subject specialist.
- 16.** To provide a good role model in dress by avoiding 'dressing down' at work and by dressing in a business-like manner.
- 17.** To provide a good role model for students by treating all nationalities, religious groups, those from wide ranging political persuasions, differing genders and sexualities and racial groups with respect, fairness and dignity.
- 18.** To undertake any other tasks or responsibilities that may reasonably be assigned by the headteachers.