

Application form: Teaching staff

DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

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

For more information on how we use your personal data, please contact people@nsg.northants.sch.uk

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's 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. For posts in regulated activity, the DBS check will include a 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.

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. We may conduct online searches of shortlisted candidates as part of our due diligence checks. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

TIME SPENT LIVING AND/OR WORKING OVERSEAS

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

We'll 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've spent in or out of the UK

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.

SIGN AND DATE

Name:		Sign:	
Date:			

Application form: Teaching staff

APPLICATION DETAILS

Position applying for:

Date submitted

Instructions

- Please complete all sections of this form using black ink or type.
- The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.
- Applications will only be accepted if this form is completed in full.

Personal details

PERSONAL DETAILS

First name

Surname

Preferred title

Previous surnames

Preferred name

National Insurance number

CONTACT DETAILS

Address

Postcode

Home phone

Mobile phone

Email address

DISABILITY AND ACCESSIBILITY

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:

TIME SPENT LIVING AND/OR WORKING OVERSEAS

Have you spent time living and/or working outside of the UK?	Yes	No
If yes, please give details, including countries and relevant dates:		

RIGHT TO WORK IN THE UK

Do you have the right to work in the UK?	Yes	No
If yes, please select on what basis:		
UK citizen		
EU settled status		
Skilled worker visa		
Graduate visa		
Youth mobility visa		
Other – please provide full details in the below box:		

RELATIONSHIP TO THE SCHOOL

Please list any personal relationships that exist between you and any of the following members of the school community:

- Governors/board members
- Staff
- Pupils

If you have a relationship with a governor, board member, or employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at school

References

- Please give the names of two people who are able to comment on your suitability for this post. One **must** be your current or last employer. If you've not previously been employed, please provide details of another suitable referee.
- For teaching staff, we would ask your first nominated referee to be your current/most recent Headteacher/Principal/Executive. Where possible, we would then ask your second referee to be your current line manager, if applicable.
- The school reserves the right to seek any additional references we deem appropriate.
- Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

REFEREE 1: Current/most recent employer			
Title			
Name			
Position held			
Organisation			
Relationship			
Address			
Email address			
Telephone			
May we contact this referee if you are shortlisted?	Yes	No	

REFEREE 2			
Title			
Name			
Position held			
Organisation			
Relationship			
Address			
Email address			
Telephone			
May we contact this referee if you are shortlisted?	Yes	No	

REFERENCE CHECKING CONSENT FORM			
<p>I have applied for employment with Northampton School for Girls and have provided information about my previous employment. I authorise Northampton School for Girls to conduct a reference check with my present and/or previous employer(s) and other referees. I understand that reference information may include, but not be limited to, verbal and written inquiries or information about my employment performance, professional demeanour, rehire potential, dates of employment, salary and employment history.</p> <p>My signature below authorises my former or current employers and referees to release information regarding my employment record with their organisations and to provide any additional information that may be necessary for my application for employment with Northampton School for Girls, whether the information is positive or negative. I knowingly and voluntarily release all former and current employers, referees, and Northampton School for Girls from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with Northampton School for Girls.</p> <p>This form may be digitally copied, scanned or photocopied; these copies will be as effective as a release or consent as the original which I sign.</p>			
Name:		Sign:	
Date:			

Supporting statement

Surname:	
Position applying for:	
<ul style="list-style-type: none">• Please write a statement explaining why you're applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.• Your statement should be no more than 2 sides of A4.	
SUPPORTING STATEMENT	

SUPPORTING STATEMENT CONTINUED

Employment history

CURRENT EMPLOYMENT DETAILS

Job title		Description of responsibilities
Employer		
Employer address		
Salary		
Start date		
End date (if applicable)		
Permanent or temporary		
Part-time or full-time		

PREVIOUS EMPLOYMENT DETAILS

Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them in the table below. List the most recent employment first.

Employer	Job title	Salary	Start date (month/year)	End date (month/year)	Reason for leaving

EMPLOYMENT GAPS

Please provide details of any employment gaps since leaving school and give the reasons for the gap.

Start date	End date	Reasons for employment gap

Education and training

EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards.

You'll be required to produce evidence of qualifications.

Start date (month/year)	End date (month/year)	Name of school/college/university	Qualification/s gained	Grade	Awarding body

TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses that are relevant to your application.

Start date (month/year)	End date (month/year)	Course title	Qualification gained	Course provider

TEACHER STATUS

Teacher reference number	
Do you have QTS?	
Date of qualification	
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?	
Are you subject to a General Teaching Council sanction or restriction?	

ADDITIONAL INFORMATION

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.