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**Teaching Staff Application**

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| --- | --- | --- | --- |
| Post Applied For: |  | School: |  |

**Confidential**

**Section A: Personal Details**

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| --- | --- | --- | --- | --- | --- | --- |
| Surname: |  | | Forename(s): |  | | |
| Title: (Mr/Mrs/Miss/Ms/Other) | |  | Previous Name(s) (if any): | |  | |
| Address: | | | | | | |
| Post Code: | | | Email Address: | | | |
| Home Telephone Number: | |  | Mobile Telephone Number: | | |  |
| National Insurance Number: | |  | DFE Teacher Number: | | |  |

**Section B: Education & Training**

Original documents of any training listed here must be produced prior to taking up the position for which you are applying.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (1) Training as a Teacher | | | | | |
| Teacher Training Institute | Dates (mm/yy) | | Qualifications obtained (Subject/Level) | | |
| From | To |
|  |  |  |  | | |
| (2) University/College Qualifications (including professional qualifications) | | | | | |
| Name of Institution | Dates (mm/yy) | | Qualifications obtained (Subject/Level) | | |
| From | To |
|  |  |  |  | | |
| (3) Secondary/Further Education (not including University/Colleges) | | | | | |
| School/College of FE | Dates (mm/yy) | | Qualifications obtained (Subject/Level) | | |
| From | To |
|  |  |  |  | | |
| (4) Courses Attended Over Last 3 Years | | | | | |
| Title | Organising Body | | | Date (mm/yy) | Duration |
|  |  | | |  |  |

**Section C: Previous Employment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Previous Teaching Posts Held - **please ensure there are no gaps in dates**   (List in chronological order,be explicit about type of School/College at time post held complete on separate sheet if required) | | | | | | |
| **Dates (mm/yy**) | | **Name, address and type of School/College and whether single sex** | **Age Range** | **No’s on roll** | **Post title**  **& salary scale** | **Reason for leaving** |
| From | To |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Previous Employment Other Than Teaching - please ensure there are no gaps in dates   (Give details including voluntary and similar work including HM Forces and raising a family) | | Dates (mm/yy) | |
| Name of organisation and address | Post and Nature of Work | From | To |
|  |  |  |  |

**Section D: Applicant Statement**

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| --- |
| Pick out those aspects of your experience or skills that are RELEVANT to this post. Explain how your ability, skills and knowledge match those required for the appointment and the person specification. Remember to consider experience in previous employment and relevant experience outside of paid work, such as that gained at home, in the community or through voluntary/leisure/college activities, and to tell us if you have special requirements to attend for the selection process, e.g. wheelchair access. Give examples where you can in support of your application. (**No more than 2 sides of A4**). |

**If you include a CV, please ensure its relevance to this appointment**.

**Section E: References**

|  |  |
| --- | --- |
| Please give the names and addresses of two referees who can be consulted regarding your professional ability for the post. One of the referees must be your present or most recent employer - if not, we reserve the right to request one. Students should include their college Principal. References will be taken up before an offer of employment is made. These may be requested before interviews. | |
| Name (Including title): | Name (Including title): |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email Address: | Email Address: |
| Relationship of Referee: | Relationship of Referee: |

**Section F: Protection of Children**

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| --- |
| Disclosure of Criminal background of those with substantial access to children is required.  Have you ever received a reprimand, formal warning, caution or been convicted of a criminal offence?  Please answer Yes or No in the box  Answering Yes does not necessarily ban you from appointment. If yes, you are required to give details as this post, for which you are applying, is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended). A subsequent offer of appointment will be dependent upon the completion of a satisfactory enhanced criminal disclosure application form. |

Criminal Convictions, Cautions, Reprimands or Formal Warnings

|  |  |  |
| --- | --- | --- |
| Date | Offence | Sentence |
|  |  |  |

**Section G: Disclosure of Relationship**

|  |  |
| --- | --- |
| Are you related by blood, marriage or as a co-habitee with any member of the Fort Pitt Grammar School Academy Trust, the Board of Directors or any member of any of the three schools’ Advisory Boards? Please answer Yes or No in the box |  |
| If Yes, please state the name, relationship and position held: | |

**Section H: Superannuation Scheme**

|  |  |
| --- | --- |
| Do you contribute to the Teacher’s Superannuation Scheme? Please answer Yes or No in the box |  |
| If you contribute to another scheme please give details: |  |
| Have you elected to pay Superannuation contributions for part-time teaching? Please answer Yes or No in the box |  |

|  |  |
| --- | --- |
| I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information or canvassed my application it may lead to disqualification or, if I have been appointed, I may be dismissed. | |
| Signature : | Date: |

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| **Note**: Appointment will be made on successfully passing Occupational Health Screening (if applicable). |

**Equal Opportunity Monitoring**

The Robert Napier School wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of its staff in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

|  |  |
| --- | --- |
| Post Applied For: | School: |

|  |  |
| --- | --- |
| Full Name (including title): | Date of Birth: |

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say

If you prefer to use your own term, please specify here:

**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Age** 16-24 25-29  30-34  35-39 40-44  45-49

50-54  **55**-59  60-64  65+  Prefer not to say

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English  Welsh  Scottish  Northern Irish  Irish  British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian

Prefer not to say

Any other mixed background, please write in:

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab  Prefer not to say

Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your LGB Chair, or the Clerk or Chair of the Trust

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual  Prefer not to say

If you prefer to use your own term, please specify here:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu

Jewish  Muslim  Sikh  Prefer not to say

If other religion or belief, please write in:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours

Annualised hours  Job-share  Flexible shifts  Compressed hours

Homeworking  Prefer not to say

If other, please write in: Click or tap here to enter text.

**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18)

Primary carer of disabled child/children  Primary carer of disabled adult (18 and over)

Primary carer of older person  Secondary carer (another person carries out the main caring role)

Prefer not to say

**Additional Information**

|  |  |  |
| --- | --- | --- |
| Are you applying as part of a Job Share? Please answer Yes or No in the box | |  |
| Where did you see the advertisement for this position? |  | |

Rehabilitation of Offenders Act 1974

We ask for details of any unspent criminal convictions you may have. If you have an unspent criminal conviction we will look at it in relation to the job you have applied for before making a decision and will treat it in the strictest confidence. Failure to disclose any ‘unspent’ or ‘spent' (if relevant) convictions may result in the offer of employment being withdrawn. If already appointed you could be dismissed without notice.

There are specific job categories which are exempt under the provisions of the Act. This means that you must declare ‘spent’ or ‘unspent’ convictions for work in these categories. If you are applying for a job in any of the following categories, you MUST disclose all details of any caution or criminal offence:

* Work involving access to children, for example, school based staff, Youth Service etc.
* Work involving the provision of services to persons under the age of 18 which includes social services, care, leisure and recreational facilities and the provision of accommodation
* Work involving the provision of social services to persons:
* over the age of 65
* suffering from serious illness or mental disability of any description
* addicted to alcohol or drugs
* who have a sensory impairment
* who are substantially and permanently disabled by illness, injury or congenital deformity

Any information you give will be strictly confidential.

# Rehabilitation Periods

The following sentences are deemed as never being ‘spent’ and MUST be declared:

* imprisonment for life
* imprisonment, youth custody, detention in a young offender institution, or corrective training for a term exceeding 30 months
* preventive detention
* detention during Her Majesty’s pleasure or for life or under s.205(2) or (3) of the Criminal Procedure (Scotland) Act 1975, or for a term exceeding 30 months passed under s.53 of the Children and Young Persons Act 1993 (young offenders convicted of grave crimes), or under the Act of 1975 (detention of children convicted on indictment), or a corresponding court martial punishment
* custody for life

The following list includes sentences which are subject to rehabilitation under the Rehabilitation of Offenders Act:

|  |  |
| --- | --- |
| For a sentence of imprisonment, or youth custody or detention in a young offenders’ institution, or corrective training for a term exceeding 6 months but not exceeding 30 months | 10 years |
| For a sentence of imprisonment, or youth custody or detention in a young offenders’ institution, or corrective training for a term not exceeding 6 months | 7 years |
| For a sentence of imprisonment of 6 months or less | 7 years |
| For a sentence of borstal training | 7 years |
| For a fine or other sentence (e.g. a community service order) for which no other rehabilitation period is prescribed | 5 years |
| For an absolute discharge | 6 months |
| For a probation order, conditional discharge or bind over; and for fit person orders, supervision orders or care orders under the Children and Young Person Acts (and their equivalents in Scotland) | 1 year, or until the order expires (whichever is the longer) |
| For detention by direction of the Home Secretary:  From 6 months to 2.5 years  From 6 months or less  For a detention centre order not exceeding 6 months  For a remand home order, an approved school order, or an attendance order | 5 years  3 years  3 years  The period of the order and a further year after the order expires. |
| For a hospital order under the Mental Health Acts | The period of the order plus a further two years after the order expires five years from the date of conviction whichever is the longer |
| The following rehabilitation periods are for specific types of military punishment, with these rehabilitation periods being halved for offenders under the age of 17 at conviction. | |
| For cashiering, discharge with ignominy or dismissal with disgrace | 10 years |
| For simple dismissal from the service | 7 years |
| For detention | 5 years |