

# ST. PAUL'S CHURCH OF ENGLAND PRIMARY SCHOOL,

*Elswick, Newcastle upon Tyne*

## APPLICATION FORM for a TEACHING APPOINTMENT

### PRIVATE and CONFIDENTIAL

#### 1. JOB DESCRIPTION

Job title: Head Teacher	Grade: L13-L19	Reference number: ST2610(e)
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#### 2. NOTES TO APPLICANTS

- [1] Please check that all sections, including those on the Additional Information sheet, are completed before signing this form.
- [2] The completed application form should be returned to  
**The Chairman of the Governing Body, St Paul's School, Victoria Street, Newcastle upon Tyne, NE4 7JU.**
- [3] Please enclose a stamped addressed envelope if you want your application to be acknowledged.
- [4] The post to which this application form applies is in a school for which the Governing Body is the employer.
- [5] If appointed, the contract you will be asked to sign will include reference to the fact that as a teacher in a Church of England school you will be required to uphold and maintain the Christian character of the school and its foundation and not undertake anything in any way contrary to the interests of the foundation.
- [6] If appointed you will be required to give religious education in accordance with the school Trust Deed and to take part in and lead acts of worship.
- [7] If appointed you will be required to provide an Enhanced Disclosure from the Disclosure and Barring Service [DBS].
- [8] The school's duty of care to pupils requires that chronological information is sought. That is the sole reason for it being sought.
- [9] Referees:
- (a) One referee should be your current or most recent employer. If you are not currently working with children, but have done so in the past, a reference will be required from the employer by whom you were employed when you worked with children.
  - (b) The school will seek references for short listed candidates and may, before interview, approach previous employers to verify particular experience or qualifications.
  - (c) If you are working with children, your current employer will be asked about disciplinary offences relating to children, including any penalty which is time expired, and whether you have been the subject of any child protection concerns and, if you have, the outcome of an enquiry or disciplinary procedure. If you are not working with children, but have done so in the past, the relevant previous employer will be asked about such issues.
  - (d) References from relatives or friends written solely as friends will not be accepted.

#### 3. PERSONAL INFORMATION

Family name:	Forenames:		
Address:	Teacher reference number:		
	National Insurance number:		
	Qualified Teacher Status [QTS]:	Yes / No	
	General Teaching Council registered [GTC]: Yes / No		
Post code			
Telephone numbers			
Home:	Work:		
Mobile:	May we call you at work:		Yes / No
e-mail address:			
Are there any restrictions on your residence or employment in the United Kingdom?			Yes / No
<i>If yes, please give details:</i>			
Are there any provisions we would need to make should you be invited to an interview?			Yes /No
<i>If yes, please give details:</i>			

#### 4. EDUCATION and TRAINING

##### Initial Teacher Training

Institution	From	To	Qualification	Age Range

##### Other Education, Qualifications and Training

*Please give details of all qualifications, other than initial teacher training, which you have received from school college, university, etc.*

Date	Institution	Subject	Qualification

##### Professional development and other courses

Date attended	Name of provider	Course title	Certificate [if any]

*Please continue on a separate sheet if necessary*

#### 5. TEACHING INTEREST AND EXPERIENCE

##### Current employer

Name:	Post held:
Address:	Date appointed:
	Annual Salary:
	Other remuneration or benefits:
	Notice required:

**Previous teaching experience** [most recent last]

Name of school (and LEA if applicable)		Post
From	to	Grade/salary
		Reason for leaving

Name of school (and LEA if applicable)		Post
From	to	Grade/salary
		Reason for leaving

Name of school (and LEA if applicable)		Post
From	to	Grade/salary
		Reason for leaving

Name of school (and LEA if applicable)		Post
From	to	Grade/salary
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From	to	Grade/salary
		Reason for leaving

Name of school (and LEA if applicable)		Post
From	to	Grade/salary
		Reason for leaving

Name of school (and LEA if applicable)		Post
From	to	Grade/salary
		Reason for leaving

*Please continue on a separate sheet if necessary*

**Additional experience outside teaching**

Name and address of employer	Position held	Dates of employment

*Please continue on a separate sheet if necessary*

Please give any additional information in support of your application, such as your reason(s) for applying for the post, in either a letter or on a separate sheet(s) of paper.

## 6. REFEREES

Please give the names and addresses of two referees who can comment on your suitability for this post, one of whom should be your current Head Teacher or Course Leader or employer [see also section 2, note 9, above].

1. Name:	2. Name:
Position held:	Position held:
Address:	Address:
Telephone number:	Telephone number:

Please give the name and address of your Minister, or other suitable person, whom the governors may approach for a reference with regard to your ability to uphold the Christian ethos of the school.

Name:	Place of worship:
Address:	
Telephone number:	

## 7. DECLARATION

I understand that under the terms of the Asylum and Immigration Act 1996 should I be short listed for the post for which I am applying, I am required to prove for the governing body, as employer, an original document showing my entitlement to work in the United Kingdom [acceptable documents include: National Insurance card, a UK or Eire birth certificate, a P45 form from your previous employer, a valid passport, and relevant authorisation to work within the UK].

I understand that appointment to this post is subject to a satisfactory Enhanced Disclosure and Barring Service disclosure. I also understand that, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and subsequent amendments, I am required to disclose any record I may have of criminal convictions, and to attach details of such convictions.

I declare that I am not on List 99 or disqualified from working with children or subject to any sanctions imposed by the General Teaching Council.

I certify that, to the best of my knowledge, all information given by me on this form and in supporting documents is correct, that all questions have been answered accurately and fully, and that I possess all the qualifications which I claim to hold.

I understand that my name will be withdrawn from the list of candidates if, prior to an appointment being made, I am found knowingly to have omitted or concealed any relevant fact about my eligibility for the post, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice.

I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.

Signed

Date

*Please return your completed application form to:*

**The Chairman of the Governors, St Paul's School, Victoria Street, Newcastle upon Tyne, NE4 7JU**

## ADDITIONAL INFORMATION

## STRICTLY CONFIDENTIAL

This sheet will be removed before short listing and will not be used in any way as part of the selection process. The information you provide will be seen only by those involved in the administration of the appointment process. The information requested is pertinent to your application and is needed for equal opportunity monitoring purposes.

Post for which this application applies:	
Family name:	Forenames:
Former name[s]:	
Male / Female	Date of birth:

## MEDICAL HISTORY

Have you ever failed a medical examination undertaken for employment or insurance purposes or left previous employment on medical grounds?  If Yes, please give details.	Yes / No
Please state, with dates, any serious illness or surgery you have had.	
Are you receiving treatment for any medical condition?  If Yes, please give details.	Yes / No
Have you been absent from employment through illness for more than five [5] days in the last twelve [12] months?  If Yes, please give details.	Yes / No

## DISABILITY

Do you have a disability, as defined by the Disability Discrimination Act 1995, which has a substantial and long term adverse effect on your ability to carry out normal day to day activities?  If Yes, please give brief details and state any adjustments you believe would need to be made to enable you to carry out the duties of a registered teacher.	Yes / No
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## DISCLOSURE OF RELATIONSHIP

Are you related to any member of the Governing Body of St Paul's C of E Primary School or any holder of senior office within the school or within the Local Authority?  If Yes, please state the person[s] and the relationship[s].	Yes / No
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## EMPLOYMENT OPPORTUNITY

How did you learn of this employment opportunity?  TES / Local Press / Internet / Internal Mail / Other <i>[please give details]</i>
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## ETHNIC ORIGIN

*Please circle or tick your preferred option .*

### **Asian** [including Asian British]

Bangladeshi

Indian

Pakistani

Other Asian *[please specify]*

### **Black** [including Black British]

African

Caribbean

Other Black *[please specify]*

### **Chinese** [including Chinese British]

Chinese

Other Chinese *[please specify]*

### **Mixed**

Asian and White

Black African and White

Black Caribbean and White

Other mixed *[please specify]*

### **White**

British

Irish

Other *[please specify]*

**Other** ethnic group *[please specify]*

## RELIGION / BELIEF SYSTEM

*Please complete your preferred option [see section 2, Notes to Applicants, points 5 and 6]*

Religion/Belief System: .....

Prefer not to state

None