

**PRIVATE AND CONFIDENTIAL**

APPLICATION FORM

For appointment as a Teacher

at St Hilda’s Church of England (Voluntary Aided) Primary School

*Please read attached notes before completing this form.*

**1. APPLICATION**

**For the post of**

**at St Hilda’s Church of England (Voluntary Aided) School**

**at which the Governing Body is the employer.**

**Part A: PERSONAL INFORMATION**

**2. PERSONAL DETAILS**

**Title**

**Family name**

**Other names in full**

**Name preferred or known by**

**NI number**

**Your teacher reference number**

**Have you obtained Qualified Teacher Status?**

**Have you passed Teacher Induction?**

**ADDRESS(ES)**

**Permanent address:**

**Temporary address:**

From and to:

**Telephone numbers:**

**Work Home Mobile**

**May we telephone you at work?**

**Email address**

**Please give any restrictions on your residence or employment in the UK**

**Please note any adjustments that may be required should you be invited for interview?**

**PART B: EDUCATION & TRAINING**

**3. TRAINING AND QUALIFICATIONS**

*Please give details of:*

*Dates; grades; course title(s) and main subject(s); certificate(s)/qualification(s); where obtained*

**Professional development and other courses**

**In Higher Education**

**At School** *(please include grades)*

**PART C: EMPLOYMENT HISTORY**

**4. TEACHING INTEREST, EXPERIENCE AND HISTORY**

**Preferred age-group(s) and/or subject(s) or other specialisms**

**Other age groups and/or subjects you would be willing to teach**

**Name of current employer**

**Address**

**Present Post**

**Date appointed**

**Annual Salary (inclusive)**

**And/or Grade (if appropriate):**

**Notice required**

**Other remuneration and/or benefits**

**Key responsibilities and notable achievements or experience in this post you would particularly want us to note as relevant to this application**

**Previous Experience Of Leadership And/Or Teaching**

(List in chronological order, most recent first)

1. In each case please state:
2. Name of employer;
3. Post;
4. Employment dates – from and to;
5. Grade and/or salary;
6. Key responsibilities where relevant to this application;
7. Specific notable achievements or experience in this post you would particularly want us to note as relevant to this application;
8. Reason for leaving.
9. Include part time and voluntary work

**Previous Experience – Other**

(List in chronological order most recent first )

Include part time and voluntary work

Please give reasons for leaving employment.

Please also note dates for any time spent out of employment — travelling, caring for family etc. within your employment history both during and, if relevant, since leaving full time education but prior to, or supplementary to, your career in education.

**5. OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**

**This application should be supported by an accompany letter** detailing your reasons for applying for the post, your personal qualities that are relevant to the post, and why you believe you are well suited to match and fulfil the job description successfully.

However, below, please include other interests and experience you wish to be taken into consideration such as hobbies, voluntary work, and specialisms you could offer.

**6. REFEREES**

**Professional References**

Please give the names of two persons who are able to comment on your suitability for this post. One should be your present Headteacher or employer

**6.1**

**Name**

**Position**

**Address**

**Telephone Number(s) including mobile number(s) if applicable**

**Email address(es)**

**6.2**

**Name**

**Position**

**Address**

**Telephone Number(s) including mobile number(s) if applicable**

**Email address(es)**

**Church References**

As Governors of a Voluntary Aided school we give particular consideration to your application on the grounds of your Christian commitment and ability and fitness to preserve and develop the church character of the school.

Please give the name and address of your Vicar/Rector/Minister, and if you wish also another suitable person who may be asked for a reference on these matters.

**6.3**

**Name**

**Name of church/place of worship of your minister**

**Position**

**Address**

**Telephone Number(s) including mobile number(s) if applicable**

**Email address(es)**

**6.4 (optional)**

**Name**

**Name of church/place of worship or other church connection with you**

**Position**

**Address**

**Telephone Number(s) including mobile number(s) if applicable**

**Email address(es)**

**PART D: OTHER INFORMATION**

**Please state where you learned of this vacancy.**

**If you are related to any member of the Governing Body or any holder of senior office in the school, in Manchester Diocesan Board of Education or at the Local Authority, please state the person(s) and the relationship(s).**

***Before submitting this form please check you have completed every section.***

***Please return the form electronically to:***

[**applications@sthildascep.co.uk**](mailto:applications@sthildascep.co.uk)

***If you cannot do this then please send/deliver the form,***

***marked Private and Confidential, to:***

***The Office Manager***

***St Hilda’s CE (VA) Primary School***

***Warwick Road South***

***Firswood***

***Manchester***

***M16 0SH***

**DEADLINE FOR RECEIPT OF APPLICATIONS**

**Please see advertisement.**

**Please note**: Signatures in person will be required at interview on forms submitted electronically, for shortlisted candidates. This difficulty notwithstanding, electronic copies of the forms are much preferred. Thank you. **Further Notes**

1. This is an application for the post of teacher in St Hilda’s CE (VA) Primary School, which is a Church England Voluntary Aided school in which the Governing Body is the employer.
2. Should you be appointed the Governing Body will ask you to sign a Contract which will include the following clause:

* As a teacher in a Church of England school you are required to have regard to the Christian character of the school and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation.
* You are required to give religious education or lead worship in accordance with the doctrines of the Church of England and Foundation of the School. You are required to take part in and lead acts of religious worship if required by the Headteacher.

1. The successful applicant will be required to provide an Enhanced Disclosure from the CRB.
2. The school’s duty of care to the pupils requires that chronological information is sought. However, the selection process will be free of age-bias.
3. Details of referees

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 most recently employed in work with children.

The school will seek references on short-listed candidates, and may approach previous employers for information to verify particular experience or qualifications, before the interview.  
  
If you are currently working with children, on a paid or voluntary basis, 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 so, the outcome of the enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the relevant previous employer will be asked about those issues.

References from relatives or friends writing solely as friends will not be accepted.

**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 provide for the governing body, as employer, an original document1 showing my entitlement to work in this country.

I understand that appointment to this post is subject to a satisfactory Enhanced Criminal Records Bureau 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.2

I declare that I am not on List 99, or disqualified from working with children, or subject to any sanctions imposed by a regulatory body (such as a General Teaching Council).

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

I understand that my name will be withdrawn from the list of candidates if, prior to appointment, 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.

To the best of my knowledge and belief the information supplied by me on each section of this form is correct.

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**

1 Acceptable documents include: National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country.

2 Please note that information about criminal convictions will remain confidential and will not be used to determine your general suitability for employment. However, it will be made available to the panel should you be selected by them for appointment.

**PART E: ADDITIONAL INFORMATION – STRICTLY CONFIDENTIAL**

This section of the form is optional and seeks additional information pertinent to your application. It will not be considered by the selection panel in the appointment process.

The information will only be used by staff involved in administration who need it for equal opportunities monitoring purposes or to take action based upon the information provided.

**EQUAL OPPORTUNITIES MONITORING SHEET**

To confirm again this information will not be used in any way as part of the selection process.

**GENDER (PLEASE SPECIFY)**

**PLEASE INDICATE YOUR CULTURAL/ETHNIC ORIGINS**

This information is included as part of the duty of the school to promote race equality and to ensure equal opportunities for all staff and is recommended by the Commission for Racial Equality ([www.cre.gov.uk](http://www.cre.gov.uk)).

* White
* British
* English
* Scottish
* Welsh
* Other: please write in
* Irish
* Any other White background: please write in
* Black, Black British, Black English, Black Scottish, Black Welsh
* Caribbean
* African
* Any other Black background: please write in
* Asian, Asian British, Asian English, Asian Scottish, Asian
* Indian
* Pakistani
* Bangladeshi
* Any other Asian background: please write in
* Mixed
* White & Black Caribbean
* White & Black African
* White & Asian
* Any other Mixed background: please write in
* Chinese, Chinese British, Chinese English, Chinese Scottish   
   or Chinese Welsh or other ethnic group
* Chinese
* Any other background: please write in
* Prefer not to state

**RELIGION**

* Prefer not to state