## APPLICATION FORM - CONFIDENTIAL WHEN COMPLETED

Application form for an advertised post at the Coventry School Foundation for the post of:

|  |
| --- |
|  |

**1. PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Surname: | | Forenames: |
| Title: |  | DfE Ref No: |
| Address (home):  (lf not resident at this address for 5 years, please provide previous addresses)  Post Code: | | Previous Address if applicable:  Post Code: |
| Home Telephone: | | Mobile Telephone: |
| Email address: | | |
| National Insurance Number: | | Qualified Teacher Status: Yes / No (delete as appropriate) |

**2. PRESENT TEACHING/EMPLOYMENT POST**

|  |  |  |
| --- | --- | --- |
| Present Post (Title): | | Date Appointed: |
| Name and address of School/Organisation: | | |
| Type of School/Employer: | Age Range: | Number on Roll/Employees: |
| Single Sex/Mixed: | Grade/Scale: | Current Salary: |

**3. PROFESSIONAL REFERENCES** (One referee should be your present or most recent employer; relatives and friends should not be used as referees. NB if you are not currently working with children but have done so in the past it is important that you give details of the employer you worked for when you last worked with children.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: | Name: | Title: | Name: | |
| Address:  Post Code: | | Address:  Post Code: | | |
| Telephone Number: | | Telephone Number: | | |
| Email: | | Email: | | |
| Position Held: | | Position Held: | | |
| If you are applying for a teaching post, and should you be shortlisted for interview, do you grant permission for references to be sought by the Headmaster ***before*** you attend for interview (two satisfactory references are required ***before*** you attend)? | | | | Yes / No  (delete as appropriate) |

### 4. EDUCATION

|  |  |  |
| --- | --- | --- |
| **Secondary Education** | **Date From** | **Date To** |
|  |  |  |
|  |  |  |
| **Qualifications 16+** | **Grade** | **Date** |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Higher Education** | **Date From** | **Date To** |
| Subject(s): |  |  |
| Institution: |  |  |
| Degree: |  |  |
| Class: |  |  |
| PGCE: |  |  |

|  |  |  |
| --- | --- | --- |
| **Further post-graduate study:** | **Date From** | **Date To** |
|  |  |  |
|  |  |  |

### 5. PREVIOUS TEACHING / EMPLOYMENT POSTS HELD – please duplicate table as necessary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Employer: | | | | | **Reason for leaving** |
| Post Held: | Date From |  | Date To |  |  |
| Type of School: | | | | |
| Boys / Girls / Mixed: | | | | |
| Age Range: | | | | |
| Numbers on Roll: | | | | |

### 6. RELEVANT TRAINING – COURSES ATTENDED WITHIN THE LAST THREE YEARS

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title** | **Organising Body** | **Date** | **Duration of Training / Course (e.g. one day)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### 7. SPECIFIC REQUIREMENTS OF THE JOB DESCRIPTION

|  |  |
| --- | --- |
| If the job description specifies a task requiring e.g. the ability to lift and carry specific loads, are you able to do so? | Yes/No  (delete as appropriate) |

I understand that if successful in this application, appointment will be subject to a Pre-employment Health Questionnaire; I know of no reasons on the grounds of mental or physical health why I should not be able to discharge the responsibilities of the post in question.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. RIGHT TO WORK**

|  |  |
| --- | --- |
| Do you have the right to work in the UK? | Yes/No  (delete as appropriate) |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. CONTACTS AT SCHOOL**

|  |
| --- |
| Please indicate if you know any existing employees or governors at the school, and if so how you know them: |

**10. REHABILITATION OF OFFENDERS ACT 1974**

The post applied for is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared. Accordingly, the following declarations are required: (delete as appropriate)

* **I am / am not\*** included on the Disclosure and Barring Service (DBS) List
* **I am / am not\*** disqualified from work with children, or subject to sanctions imposed by a regulatory body
* Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? **Yes / No\***
* Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? **Yes / No\***
* **Checking Disqualification from Working with Children**. I certify that to the best of my knowledge I and anyone who lives or is employed in my household is **not** disqualified from working with children. **Agree / Disagree\***

I understand that if successful in this application, I will be required to obtain a Disclosure at the Enhanced level from the Disclosure and Barring Service and that appointment will be subject to the DBS report.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that certain spent convictions and cautions are considered 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WHERE DID YOU SEE THIS VACANCY?** – Tick all that apply

|  |  |  |  |
| --- | --- | --- | --- |
| School Website | TES Website | TES Paper | Other (please specify) |
|  |  |  |  |

**FOR OFFICE USE ONLY**

***Verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***On (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***