



Sandbach High School

and Sixth Form College

Our Academy, Our Future

Confidential

Post Title:

Please complete using black ink or type.

This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post.

Please note that CV's will not be considered as part of the application process unless accompanied by a completed copy of this form.

Please ensure you complete **ALL** the sections of the application form. Your application will be treated in the strictest confidence.

PART 1: PERSONAL DETAILS

Name:

Previous Surname(s):

Address:

Alternative address:

Postcode:

Postcode:

Telephone - Home:

Mobile:

Work:

Email address:

DfEs number:

GTCE full registration? Yes No

National Insurance Number:

If you are not a European citizen, please state if you require a work permit Yes No

(You can obtain this information from the Department for Work and Pensions)

If QTS obtained within last 5 years:

Length of compulsory probation/induction in maintained School/College and date of successful completion.

Years:

Months:

Date of Completion:

LA and school(s) where probation/induction period was completed:

PART 2: SUITABILITY FOR POST

EDUCATION AND TRAINING

Original documentation of qualification will be required prior to an appointment.

a) Training as a Teacher

Name of Teacher Training Institute

Dates

From

To

Qualification obtained

Subjects - Main and Subsidiary

Age Range / Key Stage

Other Special Interests

b) University, College, etc (other than initial teacher training)

Name of Institution(s)

Date From

Date To

Full or Part Time

1.

2.

3.

Degree / Diploma / Title

Subjects

Hons or Pass Grade

Date of Award

1.

2.

3.

c) Secondary Education

Name(s) of School(s) and area

1.

2.

Qualifications gained

(Give subjects, grades, dates)

'O' Levels, GCSE (or equivalent)

'A' Levels (or equivalent)

IN-SERVICE TRAINING AND DEVELOPMENT

Please give details of relevant courses and training undertaken or delivered in the last three years. Please only include courses of at least one day duration.

Dates and duration	Title of course/ Training incl. Home Study & Distance Learning	Name of Provider e.g. LEA, College, self etc.	Qualification Obtained (if any)
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EMPLOYMENT HISTORY

Please give details of all jobs held after the age of 18, including part time and unpaid work, starting with your current or most recent employer. Please explain any gaps.
When giving details of school employment please include the age range, approximate school roll number and school type i.e. maintained, independent, foundation.
(Continue on a separate sheet if necessary giving page number and title heading.)

Employer name and details:

Dates: Full or Part Time: Salary upon leaving (and TLR payments):
Key Responsibilities:

Reason for Leaving:

Employer name and details:

Dates: Full or Part Time: Salary upon leaving (and TLR payments):
Key Responsibilities:

Reason for Leaving:

Employer name and details:

Dates: Full or Part Time: Salary upon leaving (and TLR payments):
Key Responsibilities:

Reason for Leaving:

OTHER SKILLS AND INTERESTS

Please include languages (spoken / written), computers etc. Please provide details of any community or voluntary work experience.

APPLICANT STATEMENT

In this section you are asked to outline how your knowledge, skills and experiences meet the requirements for this post (where set out in the person specification). Remember to consider experience in previous employment and relevant experience outside of paid work e.g. that gained at home, through the community or through leisure/college activities.

(Continue on a separate sheet if necessary giving page number and title heading.)

DISCLOSURE OF RELATIONSHIP

Are you related to any member of the school Governing Body?

Yes No (If YES, please provide details)

Please indicate two people who can provide references

One of whom should be your present/most recent employer. Students should include their University/College tutor.

References will be taken up prior to interview.

Name:

Address:

Name:

Address:

Tel. No.:

Email:

Occupation:

Status/Relationship to you:

Tel. No.:

Email:

Occupation:

Status/Relationship to you:

PROTECTION OF CHILDREN

Disclosure of criminal background is required of those with substantial access to children.

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 (Exceptions) (Amendment) order 1986. A subsequent offer of appointment will be dependant upon the completion of a satisfactory Enhanced Criminal Records Bureau check.

Have you ever been convicted or cautioned of a criminal offence? Yes No
(If YES, please provide details of the offence, the sentence and the Date)

Are you subject to any conditions or prohibitions placed on you by the GTC (or another GTC in the UK?)

Yes No

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes No
(If YES, please provide details)

DATA PROTECTION STATEMENT

I hereby give my consent for Sandbach High School to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention of detection of fraud. This information may be shared with third party organisations including, but not exclusive to, payroll providers, the CRB, the police and other third parties as defined by the Data Protection Act 1998 and related legislation. All information will be dealt with in accordance with data protection legislation.

DECLARATION

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in dismissal. (If completing the form electronically you will be asked to sign the form if selected for interview.)

Signature

Date

Please return your completed form to: Sandbach High School & Sixth Form College
Middlewich Road
Sandbach
Cheshire
CW11 3NT
or email the completed form to: recruitment@sandhigh.cheshire.sch.uk

PART 3: EQUAL OPPORTUNITIES MONITORING

This section of the form is **CONFIDENTIAL** and will be detached from your application prior to interview.

Sandbach High School recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please complete this section from information on the job advert.

Job Title

Job Reference

Service Group

Closing Date

ETHNIC GROUP (these are approved by the commission for Racial Equality)

White

British

Irish

Any other White background*

Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background*

Black or Black British

Caribbean

African

Any other Black background*

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background*

Chinese or Other Ethnic Group

Chinese

Other Ethnic Group*

*Please specify

Gender

Male

Female

Date of Birth

If you wish, you may disclose information about yourself in this section about your:

Religion/Beliefs

Sexual Orientation

DISABILITY STATEMENT

Sandbach High School aims to be a fair employer and is committed to equal opportunity for disabled people. Applications from disabled people are welcome. If you are offered an interview, we have a policy of providing appropriate access and equipment to ensure that disabled people are considered on an equal basis. If you would like any further assistance or advice about this application we will try to help.

Please answer the following questions:

1. Do you consider yourself disabled? Yes No

If YES, do you consider yourself to be disabled under the terms of the Disability Discrimination Act? Yes No

The Disability Discrimination Act 1995 defines disability as **'a physical or mental impairment which has a substantial and long-term adverse affect on an individual's ability to carry out normal day-to-day activities.'**

2. Is there anything you would particularly like to tells us about your disability?

3. Do you wish us to try and arrange for any of the following to be available, if you are called for an interview? Please tick.

Induction loop or other hearing enhancement

Sign language interpreter (please state type)

Keyboard for written tests

Someone with you at the interview (e.g. advocate or facilitator)

Assistance in and out of vehicle

Accessible car parking

Wheelchair access

Accessible toilet

Other assistance (please specify)

The information you have given will be treated as confidential and is necessary to enable us to provide appropriate adjustments and facilities for your interview. Thanks you for providing this information.

We reserve the right to verify the information supplied on this form.