

Present appointment							
School/College/ Establishment							
Local Authority (if applicable)						Number on role	
Post Held (specify any additional allowances)							
(If part-time, please give details)					Date appointed		
Subjects, age groups taught and other responsibilities							
Notice required and / or date available if appointed							
Current gross salary				£			
Previous experience							
If part-time appointment please state. You should not provide a curriculum vitae as a substitution.							
A continuous employment history is required from when you left full time education.							
Teaching (most recent employment first)							
Local Education Authority and School/College	Type of School	No. on Roll	Age Range	Status of Post, subjects taught	Reason for Leaving	Inclusive Period (month & year)	

CONFIDENTIAL

Other paid employment (including Service in H.M. Forces, industry). State responsibilities and reasons for leaving. Please indicate details of gaps in employment here

Statement in support of application.

Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification

Applicants should confine this to approximately two sides of A4. An additional letter is not required.

Statement in support of application cont.

Statement in support of application cont.

Statement to illustrate how your experience meets the threshold criteria of the school - (relevant only if the post for which you are applying sits on the Upper Pay Range).

Please provide evidence of how your experience, skills and abilities demonstrate that you are '*highly competent*' and have a '*sustained*' impact on teaching and learning across the school. In addition, you must also illustrate how your experience meets the school's threshold criteria, which are as follows:

[insert school criteria]

Applicants should confine this to one side of A4. An additional letter is not required.

Confidential References (Please ensure referees know this reference is being requested)
 Names, addresses and status of two referees (one of whom, if employed, must be your present manager e.g. your Headteacher). References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.

Present employer	Other
Name	Name
Address	Address
Tel No (<i>inc. STD code</i>)	Tel No (<i>inc. STD code</i>)
Fax No	Fax No
Email address	Email address
Occupation	Occupation

Further information				
National insurance no				
Teacher Reference Number				
Qualified Teacher Status?	YES	NO	Date	
Statutory induction year completed? (if qualified after 7 May 1999)	YES	NO	Date	
Would you require sponsorship (previously a work permit) to take up this post?	YES	NO	Date	
Where did you see the advertisement for this post?				

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975
 This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “**spent**”. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are '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 Disclosure and Barring Service website : <https://www.gov.uk/government/collections/dbs-filtering-guidance>

Further information

CONFIDENTIAL

Please complete the following questions, taking into account the DBS filtering guidance.		
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)	YES	NO
If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.		
Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the Teaching Regulation Agency (TRA)?	YES	NO
If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.		
Please note		
<ul style="list-style-type: none">• If your application is successful, prior to taking up your post, you will be required to undergo a Formal Disclosure process through the Disclosure and Barring Service (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.• Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.• Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.• It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.• Copies of the County Council's policy on the employment of ex-offenders, the DBS Code of Practice and the school's policy on criminal records checks are available on request.• With effect from 17th June 2013 criminal records certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 .(the Data Protection Legislation) The Local Authority abides by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.		
Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Hampshire Children's Services Department, or a governor or senior employee of a school maintained by this Authority.	YES	NO
If YES, please state the nature of relationship and the name of the County Councillor, senior member of Hampshire Children's Services Department, governor or senior employee of the school.		

Nature of relationship	
Declaration	
<p>I hereby confirm that the information I have given above is true.</p> <p>Where applicable, I understand that I will be subject to the regulations on political restrictions as defined in Local Government and Housing Act 1989.</p> <p>I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.</p>	
Signature of Candidate	DATE
Privacy notice	
<p>The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.</p> <p>The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the School to comply with a legal obligation.</p> <p>The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.</p> <p>You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy.</p> <p>You can contact the School's Data Protection Officer if you have a concern about the way they collect or use your data.</p>	

Equality Monitoring Form			
<p>We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately.</p> <p>This information will be treated confidentially and will not be used in any part of the selection process.</p>			
School/Children's centre:			
Post applied for:			
Last name:		First name:	
Date of Birth:			
Gender Identity			
How would you describe your gender identity?			
Female		Male	
Transgender (M-F)		Transgender (M-F)	
Transgender (F-M)		Intersex	
Gender neutral		Gender neutral	
Non-binary or you choose to define your gender in another way			
Sexual Orientation			
Please indicate your sexual orientation.			
Heterosexual (straight)		Gay woman / Lesbian	
Bisexual		Bisexual	
Gay man		Other	
Prefer not to say		Prefer not to say	
Nationality			
British		Irish	
Other EU country		Other non-EU country	
Ethnicity			
Please indicate your ethnic origin.			
British		White & Black Caribbean	
Indian		Indian	
Irish		White & Black African	
Pakistani		Pakistani	
Other white background		White & Asian	
Bangladeshi		Bangladeshi	

CONFIDENTIAL

Caribbean		Other Mixed background		Other Asian background	
African		Chinese		I do not wish to disclose my ethnic origin to HCC	
Other Black background		Any other background			
*Please indicate any other ethnic background:					
Disability					
<p>Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities.</p> <p>Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment.</p>					
Do you consider yourself to have a disability?					
Yes		No		I do not wish to disclose my disability data to HCC	

Thank you for completing this form.

Please return in a sealed envelope with your application form stating your name, post applying for and the School/ Children's Centre.

The above information will not be shared with the selection panel prior to interview. This information will be retained, confidentially, and used for monitoring purposes.

Privacy Notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy.

You can contact the School's Data Protection Officer if you have a concern about the way they collect or use your data.