TERRA NOVA
SCHOOL

EMPLOYMENT APPLICATION FORM

(Academic Staff)

The information given on this form will be treated as STRICTLY CONFIDENTIAL

The school is legally required to carry out a number of pre-appointment checks which ae detailed in the School's Safer Recruitment Policy. The information you are being asked to provide in this application form is required so that the school can comply with those legal obligations should your application be successful. Please note that in order to be considered for a position at the school, you must complete this application form. A Curriculum Vitae (CV) will not be accepted in place of a completed application form.

GENERAL DETAILS	
Applicant's Surname and Forename:	
Job title of position applying for:	

1. PERSONAL DETAILS

Please complete using block letters.

Address:			
Home Telephone Number:		Mobile Telephone No.:	
Work / Other Telephone No.:		Please indicate preferred contact number	Home / work / other
Home Email Address:		Other Email Address:	
National Insurance No:		Teacher DfE no: (if applicable)	
Are you legally eligible to work in the UK?	**YES / NO**	Do you require a work permit?	**YES / NO**
Do you hold a full current driving licence?	**YES / NO**	Do you have a category D1 on your licence?	**YES / NO**
Do you have Qualified Teacher Status (QTS)? If 'YES' have you completed your induction?	**YES / NO**	Are you a member of the Teachers Pension Scheme?	**YES / NO**

2. ACADEMIC QUALIFICATIONS

Please list in chronological order all secondary schools, further education and higher education institutions attended. Please list all Qualifications taken, together with the grades / class awarded. Professional qualifications can be listed in Section 8.

Start date mm/yy	End date mm/yy	School / College / University name:	Type of qualification:	
Subject(s) and grade(s):				
Start date mm/yy	End date mm/yy	School / College / University name:	Type of qualification:	
Subject(s) and grade(s):				
Start date mm/yy	End date mm/yy	School / College / University name:	Type of qualification:	
Subject(s) and grade(s):				

3. PRESENT EMPLOYMENT

If you are currently studying, please state 'student'. If you are currently unemployed, please state.

Job Title:	
Employer's Name:	
Employer's Address:	
Telephone No:	
Date Started:	
Current Salary:	
Notice Period:	
Reason for leaving:	

Please list your duties and responsibilities. These can be developed within the covering letter.

4. PREVIOUS EMPLOYMENT

Please supply, in chronological order (most recent first), a full history of all previous employment, self-employment, or unemployment since leaving higher education, please also include any other activities such a voluntary work since leaving secondary education.
(Please continue on a separate sheet of paper if necessary)

Start date dd/mm/yy	End date dd/mm/yy	Organisation & address:	Role:	Reason for leaving:
Description of duties:				

Start date dd/mm/yy	End date dd/mm/yy	Organisation & address:	Role:	Reason for leaving:
Description of duties:				

Start date dd/mm/yy	End date dd/mm/yy	Organisation & address:	Role:	Reason for leaving:
Description of duties:				

Start date dd/mm/yy	End date dd/mm/yy	Organisation & address:	Role:	Reason for leaving:
Description of duties:				

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Description of duties:				

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Description of duties:				

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Description of duties:				

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Description of duties:				

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Description of duties:				

Start date dd/mm/yy	End date dd/mm/yy	Organisation & address:	Role:	Reason for leaving:
Description of duties:				

Start date dd/mm/yy	End date dd/mm/yy	Organisation & address:	Role:	Reason for leaving:
Description of duties:				

5. GAPS IN EMPLOYMENT

Please provide details of any employments gaps between leaving full-time education and your current role

From dd/mm/yy	To dd/mm/yy	Reason for gap:

6. OVERSEAS LIVING / WORKING

Please provide details of any periods, of 3 months or more, where you have lived or worked overseas

From mm/yy	To mm/yy	Country:

7. EXISTING CONTACTS WITHIN SCHOOL

Please give details of any employee of Terra Nova School to whom you know or are related to. If you fail to disclose such information you may be disqualified from consideration or, if appointed, liable to dismissal. **CANVASSING WILL DISQUALIFY AN APPLICANT FOR APPOINTMENT**

NAME:_____ **RELATIONSHIP:** _____

8. PROFESSIONAL MEMBERSHIP

Date:	Name of professional body:	Grade / Level	Membership No

9. FURTHER DETAILS AND SUITABILITY

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any personal qualities, experience, and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.

You may also send an accompanying letter in support of this application form, please include any other areas which you have not been able to address fully in the application form.

10. EXTRA-CURRICULAR ACTIVITIES / INTERESTS / ACHIEVEMENTS

Please give details of areas where you could contribute to our extra-curricular activities. You should include any relevant qualifications and experience

11. REFEREES

Please give details of at least three referees.

- One referee should be your current or most recent employer.
- Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed in working with children.
- Please note that references will not be accepted from relatives.

We reserve the right to take up references from any previous employer. Unless otherwise indicated we would normally take up references from shortlisted applicants before interview.

Referee 1 (Current/most recent Employer) :

Name:				
Job Title:				
Organisation & Address (incl. Post Code):				
Telephone No.:				
E-mail:				
Relationship to you				
May we contact this referee prior to interview?	**Yes**	☐	**No**	☐

Referee 2 (Previous Employer):

Name:				
Job Title:				
Organisation & Address (incl. Post Code):				
Telephone No.:				
E-mail:				
Relationship to you				
May we contact this referee prior to interview?	**Yes**	☐	**No**	☐

Referee 3 (Character):

Name:				
Job Title:				
Organisation & Address (incl. Post Code):				
Telephone No.:				
E-mail:				
Relationship to you				
May we contact this referee prior to interview?	**Yes**	☐	**No**	☐

12. SAFEGUARDING CHECKS

Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure online form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration below therefore asks you to confirm whether you are barred from working with children.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent" in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all "spent" and "unspent" convictions and cautions.

All Schools must ensure that applicants who are successful in their application and are employed to carry out teaching work is not subject prohibition order issued by the Secretary of State. In addition to the above checks any offer of employment will be conditional all the necessary safer recruitment checks as detailed in Keeping Children Safe in Education (KCSIE).

13. DECLARATION

Please tick the following statements as applicable:

- ☐ I confirm that I am not named on the children's Barred List or otherwise disqualified from working with children ((it is an offence to apply for the role if barred from engaging in regulated activity with children)
- ☐ I confirm that I am not prohibited from carryout out 'teaching work'
- ☐ I confirm that I am not prohibited from being involved in the management of an independent School (only tick this box if this is a senior/management position you are applying for)
- ☐ I confirm that the information I have given on this application form is true and correct to the best of my knowledge
- ☐ I understand that providing false information is an offence which could result in my application being rejected (or if the false information comes to light after my appointment), summary dismissal and may amount to a criminal offence.
- ☐ I confirm and certify that to the best of my knowledge the information I have provided on this application form, and all other supporting information are true and correct. I understand that if I provide misleading or incorrect information or have failed to disclose information this will result in the termination of any contract of employment offered.

SIGNATURE: _____ ***DATED:*** _____

(If your application has been made on-line you will be asked to sign this form if invited to interview)

STRICTLY CONFIDENTIAL:

Note: This sheet will be detached from your application form and will not be seen by anyone involved in the selection process.

TERRA NOVA SCHOOL

RECRUITMENT MONITORING FORM

Shrewsbury School is committed to the elimination of unjustifiable discrimination, and the School actively ensures that all prospective and existing employees are treated fairly. In order to measure recruitment equal opportunities, we need to collect information on people who apply for our jobs. To enable us to do this, please could you complete the details below; forms submitted with incomplete monitoring information will not be submitted for shortlisting.

Some of the information you give on this form is considered to be sensitive information under the Data Protection Act 1998 legislation and by completing and returning this monitoring form you will be deemed to be giving your consent to the processing of the data for equality monitoring purposes only.

Personal Information			
Surname:		Preferred Title:	
Please state any previous surnames used:		Date of Birth:	
First names:		Age:	
Post applied for:		Gender:	

Ethnic Origin			
I would describe my ethnic origin as:			
White:	Please indicate:	**Asian or British Asian:**	Please indicate**:**
English	☐	Indian	☐
Welsh	☐	Pakistani	☐
Scottish	☐	Bangladeshi	☐
Irish	☐	Other Asian	☐
Other White British	☐		
Mixed:	Please indicate:	**Chinese or other ethnic group:**	Please indicate:
White & Black Caribbean	☐	Chinese	☐
White & Black African	☐	Caribbean	☐
White & Asian	☐	African	☐
Other	☐	Other ethnic group (please state)	☐

Disability

Under the Equality Act 2010 a disabled person is anyone who has or has had a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities. Please confirm therefore whether you have a disability.

Yes	☐
No	☐

If yes, and you are successful in obtaining an interview, we will contact you after the shortlist has been drawn up to discuss interview arrangement and whether any reasonable adjustments may be required.

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Please provide details of where you saw this vacancy: