



Application for Teaching Employment at Mead Road School

Head of School: Miss H Charman BA (Hons)
Mead Road, Chislehurst, Kent, BR7 6AD
0208 467 1730 www.meadroad.bromley.sch.uk
Return email: admin@meadroad.bromley.sch.uk

For Office Use Only

Post Applied For: _____

Job Reference Number: _____

Applicant Number: _____

Section 1 – Contact Details

First Name(s):	Last Name:
Previous Surname(s):	Title:
Present Address:	Home Address:
Telephone number:	Home telephone number:
Mobile telephone number:	Email:

Section 2 – Status

Do you have Qualified Teacher Status?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date of award:
Have you successfully completed a period of induction as a qualified teacher in this country where the DfE require this?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, please give date of completion: If no, have you ever commenced a period of induction? If Yes, please give details:
Do you have a Teachers Reference Number?	<input type="checkbox"/> Yes <input type="checkbox"/> No Number:
Number of years teaching experience:	
Are you subject to any conditions or prohibitions placed on you by the GTCE (prior to abolition in April 2012) or by the Department for Education? If Yes, please give full details on an additional sheet attached in a sealed envelope.	

Section 3 – Employment Record**Present or Most Recent Employer**

Full Name of Establishment:	Main Subjects Taught:
Address (& postcode):	Position Held:
	Full/Part Time:
	Date Appointed:
Type of School:	Notice Required:
Local Authority:	Scale/Grade:
Number of Students:	Present Salary:
Age of Students:	Details of any Special Allowances:
Boys/Girls:	

Previous Teaching Employers (please list most recent first & indicate any unqualified posts)

Name and address of Employer and School/College	Type & Size of School/College	Dates From/To	Position/Subject Salary/Grade Full/Part Time	Reason for leaving

Continue here if necessary (you must not leave any gaps in your history since leaving secondary school)

Other Employment and Experience

Employer's Name and Address	Type of Work/Activity & Position(s) Held	Full/Part Time	Dates From/To (d/m/y)	Reason for leaving

Continue here if necessary -

Section 4 – Education / Qualifications**Education (start at secondary school level)**

Name of School, College, University or Institute	Date of Qualifying	Qualifications and/or Certificates (including subjects & grades at all levels)

Continue here if necessary -

Teacher Training

Name of your Teacher Training institution and dates attended:

Please indicate below which age range and subjects(s) you are qualified to teach.

Education Qualification(s) Currently Being Pursued

Name of College, University or Institute	Expected completion	Qualification being undertaken (including subjects)

Training (any relevant courses, including organisation, dates and subjects covered in the last three years)

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Section 5 – Relevant Experience and Skills/ Supporting Statement

Please indicate how you satisfy the criteria set out in the Job Description and Person Specification drawing on evidence from your personal and work experience (paid or unpaid) education and training. Please refer to the guidance notes for further information. Please continue on a separate sheet if necessary.

Section 6 – References

Before completing this section please read the guidance notes attached carefully.
References will be taken up if you are short listed prior to interview. Please note that if you are currently working as a teacher, your current Head teacher will be contacted for a reference.

School currently/most recently worked		Previous School/Course Tutor/Other Referee	
Name:		Name:	
Job Title:		Job Title:	
Address:		Address:	
Tel:	Fax:	Tel:	Fax:
E-mail:		E-mail:	

Section 7 – Rehabilitation of Offenders Act: Declaration of Criminal Offences

Before completing this section please read the guidance notes carefully. Having a criminal record will not necessarily prevent you from gaining employment.

This post is also subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service

Do you have any unspent convictions, cautions, reprimands or warnings, or are you currently undergoing criminal investigation? If yes please give details of conviction(s) and date(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of most recent DBS Certificate :	DBS Certificate No:

Section 8 – Dismissal or Disciplinary Action

Before completing this section please read the guidance notes attached carefully. This will not necessarily prevent you from gaining employment with Mead Road School.

Have you ever been dismissed or resigned from a position pending disciplinary investigations taking place? If yes please give details on a separate sheet.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Section 9 – Asylum and immigration Act 1996

Do you have the legal right to live and work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please give your National Insurance Number:	

Section 10 – Declaring an Interest

Please give details if you are related to or have a personal relationship with any Governor or Member of Staff at Mead Road School:

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Section 11 – Additional Information / Special Arrangements

Do you contribute to the Teachers' Pension Scheme? If no, please give details of any other pension scheme that you may contribute to:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If you are unsuccessful for this post, would you be willing for your application to be considered for other similar vacancies in Mead Road or other similar schools?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Dates and times when not available for interview:

Any other relevant additional information (please continue on a separate sheet if necessary):

Section 12 – Data Protection Declaration

Under the terms of the Data Protection Act 1998 the information you provide in this application form and recruitment monitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring Mead Road School's policies and procedures and human resource management purposes.

If you are unsuccessful this information will be retained on file for at least 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and / or to defend Mead Road School against a legal challenge to the fairness of the selection process from any interested party.

Mead Road School is under a duty to protect the public funds it administers and to this end it must use the information you have provided on this form within its authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering public funds solely for this purpose.

I understand the information above and hereby

- 1) Declare that the information provided in this application form and monitoring form is correct to the best of my knowledge and belief. I understand that any false statements on this form will justify withdrawal of an offer of appointment or my dismissal from Mead Road School's service.
- 2) Agree that the information I give Mead Road School in connection with this application for employment may be stored and processed for the purposes stated above.
- 3) Consent to Mead Road School undertaking any checks it may deem necessary in connection with my application.
- 4) Agree to Mead Road School asking my previous employers questions regarding my disciplinary record and give my consent for my previous employers to disclose this information.
- 5) Understand that canvassing of Governors or Members of Staff directly or indirectly in connection with any appointment shall disqualify me.

Signed:	Date:
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Recruitment Monitoring Form

Job Ref Number: _____

Applicant Number: _____

Mead Road School is committed to a policy of equality and diversity for all staff regardless of race, religion, sex, sexual orientation, disability or any other factor. Our Equalities Policy demonstrates a commitment to all job applicants. With this in mind, all stages of the recruitment process will be monitored.

This sheet will be separated from your application form upon receipt and will not be made available to those involved in the selection process.

Section 13 – Personal Details		
A. Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female
B. Age	Date of Birth: _____	Age: _____
C. Ethnic Group	a. White	b. Mixed
	<input type="checkbox"/> British	<input type="checkbox"/> White and Black Caribbean
	<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African
	<input type="checkbox"/> Any other White background Please give details: _____	<input type="checkbox"/> White and Asian
		<input type="checkbox"/> Any other Mixed background Please give details: _____
	c. Asian or Asian British	d. Black or Black British
	<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean
	<input type="checkbox"/> Pakistani	<input type="checkbox"/> African
	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other Black background Please give details: _____
	<input type="checkbox"/> Any other Asian background Please give details: _____	
e. Chinese or other ethnic group		
<input type="checkbox"/> Chinese		
<input type="checkbox"/> Any other, please give details: _____		
D. Nationality:		
E. Religion	<input type="checkbox"/> Christian	<input type="checkbox"/> Muslim
	<input type="checkbox"/> Hindu	<input type="checkbox"/> Sikh
	<input type="checkbox"/> Jewish	<input type="checkbox"/> None
	<input type="checkbox"/> Jehovah Witness	<input type="checkbox"/> Any other religion
	<input type="checkbox"/> Buddhist	

Section 14 – Disability

Would you describe yourself as having a disability or medical condition that affects your day-to-day activities?

Yes No

Applicants with disabilities, who meet the minimum criteria for the job, are guaranteed an interview.

Section 15 – Advertising Monitoring

How did you find out about this vacancy?

Please list which publication or internet site:

I understand that the Data Protection Declaration in Section 12 applies to this monitoring form as well as the main application form.

Signed:

Date:

Thank you for completing this application form, please see advertisement for return address and contact details.

Guidance Notes for Applicants on Completing the Application Form

General Information

The following information is designed to help you complete the application form as effectively as possible. If you require assistance in completing the form, or need the form in an alternative format contact Schools Human Resources.

Mead Road follows a policy of Valuing Diversity and has an equality action plan. We understand that our workforce consists of individuals who are unique and different and by harnessing these differences we will create an environment where every individual feels valued and encouraged, where talents are recognised, developed and utilised. This will help us meet our organisational goals.

Please read the information pack paying particular attention to the job description and person specification.

You may enclose a CV, however, you must still fully complete and return the application form and recruitment monitoring form.

Section 1

Contact Details

Please complete this section fully.

Section 2

Status

Please complete this section fully.

Section 3

Employment Record

Please complete this section in date order, beginning with your most recent teaching job and listing all teaching roles undertaken since leaving school / college. You must include all previous employment.

Please continue with this section on a separate sheet if necessary.

Present/Most Recent

As a generic form for all teaching posts, this section is for teachers who are currently employed. However, if your application is for a NQT post, it would be useful if you could provide information regarding your last teaching placement or any supply work

Sections Entitled, Other Employment & Experience

Please complete if applicable.

Section 4

Education / Qualifications

Please complete this section as fully as possible, we will require evidence of your highest and / or relevant qualifications before confirming an appointment and may check your qualifications with the relevant awarding body.

Section 5

Relevant Experience & Skills

This is the most important section and must be completed fully.

During the short-listing process your teaching skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification and job description.

It is therefore very important that you address all the areas identified in the person specification and give specific examples as to how you meet the selection criteria.

You may have gained relevant experience through paid employment, or voluntary work in the community or in a school/college environment, etc...

You may find it helpful to do a rough draft first making sure you have covered all the requirements of the person specification.

Section 6

References

All offers of appointment depend on receiving satisfactory references. You must give two referees that have had managerial / supervisory responsibility for you, one of whom must be your Head teacher with your current / most recent school.

If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job.

NQTs – Please ensure that references include a tutor or lecturer from your teaching college and a reference from a mentor from one of your school placements, if appropriate.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

We reserve the right to ask for substitute referees, if one of the references you have provided is not deemed to be suitable.

For certain posts we reserve the right to contact any previous employer for a reference at any time. The information pack will explain whether the post you are applying for falls in this category.

We will specifically enquire if disciplinary action has ever been taken or was pending. If you are currently working with children, either on paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any in which the penalty is "time expired" and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.

You may ask to see these references, however some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released

or

- your right to know this information and its source outweighs the right to privacy of the third party.

Section 7

Declaration of Criminal Offences

This post involves access to persons under 18 and is exempt from the Rehabilitation of Offenders Act 1974 by virtue of an Exception Order. You must therefore give details of any unspent convictions, cautions, reprimands, warnings, or are you currently undergoing criminal investigation or have a court date set?

Guidance Notes for Applicants on Completing the Application Form

Section 8

Dismissal or Disciplinary Action

Please provide details on a separate sheet. This will be considered alongside all other information provided in your application and will not automatically prevent your application progressing further.

Section 9

Asylum & Immigration Act 1996 - Eligibility to Work

Please complete this section fully, relevant documentation will be checked for the successful candidate.

Section 10

Declaring an Interest

Failure to disclose an interest will disqualify you from being appointed to a post with the London Borough of Bexley.

Section 11

Additional Information / Special Arrangements

Please provide dates and times when you are not available for interview, plus any additional information we may need to consider.

Section 12

Declaration

Please read this section carefully before signing your application form.

Failure to sign this part of the form will disqualify you from being appointed.

Section 13

Personal Details

In order to make sure that Mead Road policy on Valuing Diversity is working effectively, monitoring information needs to be collected and analysed. This information is confidential and monitored by Human Resources. It will not be used for selection purposes.

Section 14

Disability

Mead Road ensures that employees who have a disability are given every possible assistance in the workplace, and have achieved the 'Positive about Disabled People' award, which gives all disabled applicants who meet the essential

criteria in the person specification the opportunity to be interviewed.

If you answer YES to the question asking if you have a disability, or medical condition and require any special arrangements at interview, please add these to Section 11. You will be asked at interview stage if you require any adjustments that would assist you at work if you were to be successful.

Section 15

Advertising Monitoring

This information is required to ensure that Mead Road can monitor the effectiveness of its recruitment advertising.

Other employment

In the event that you are unsuccessful in this application **please indicate below should** you wish to be considered for further teaching posts in similar schools. Mead Road works in partnership with a number of local secondary schools.

Checklist

- Read through your completed application form carefully making sure you have fully answered all the questions.
- If you have completed separate sheets make sure that these are numbered and clearly marked with your name.
- Keep a copy of your application form for reference.
- Make sure you return the application form in plenty of time before the closing date.

What Happens Next

Your completed application form will be used to decide whether or not you are selected for interview.

Thank you very much for completing your application and recruitment monitoring form. We appreciate the time and effort you have taken to complete your form. If you do not hear anything within a fortnight of the closing date please assume that you have not been shortlisted.

If you have any queries, then please refer to the advertisement for contact details.