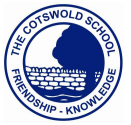



The Cotswold School
Application for Employment (Teaching and Support Staff posts)

PART A: To be completed by ALL APPLICANTS

App.No.:

For office use only



 **Data Protection Act** The information supplied on this form is being collected as part of The Cotswold School's recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form you are giving your consent to the school to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of unsuccessful candidates will be retained for up to six months, after which they will be destroyed.

Posts in schools are subject to the procedures associated with the Protection of Children and Young Persons.
Please ensure you read all the supplementary notes in Part C before completing this form.

1. Post applied for:

2. Personal Details

(a) Surname

(b) Previous Names

(c) Forenames

(d) Title

(e) Gender

Male

Female

(f) Current address

Post Code

(g) Telephone Number

(h) Email Address

3. Teaching staff only:

(a) Teacher Reference Number:

(b) Date of Qualification:

(c) Have you completed an induction year as a newly qualified teacher?

YES

NO

(d) Age range qualified to teach:

(e) Subjects qualified to teach:

4. Your Higher/Further Education

University/College Name	Dates (From – To, most recent first)	Qualifications achieved		
		Type (eg/BA Hons)	Subject (s)	Class/Grade

5. Your Secondary Education

School Name/Address	Dates (From – To, most recent first)	Qualifications achieved		
		Type (eg/GCSE)	Subject (s)	Grade(s)

6. Employment Record

Current and/or Previous Employment since leaving Secondary Education - see Part C, note i

From (month/year)	To (month/year)	Job Title & Employer (If employed at a school, please include name of school and Local Authority)	Teachers Only			Grade/Scale	Reason for leaving
			Type: (by Stage-Prim./Sec etc and by Intake: gender/ability)	F/T P/T or Supply	Subjects & Age Range Taught		
i. Current post							
ii. Previous post (s)							
Salary in current/most recent post (£):							

7. Professional Training and Development

Include the most relevant and significant courses, seminars, professional development from the last 5 years.

Title of Training/Development undertaken	Date	Duration	Organising Body	Qualifications gained

8. Professional Memberships

Name of Institute/Professional Body	Dates From - To	Qualification/Election	Date of Award

9. Other Educational Interests or Personal Skills / Interests / Hobbies

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10. Supporting Statement OR Letter of Application - See Part C note (ii)

Either in this box or in a separate letter of application, you should explain why you are applying for this job and how your experience, personal qualities and skills help to make you a suitable candidate. Please read Part C note (ii) for guidelines.

A large empty rectangular box with a thin black border, intended for the applicant to write their supporting statement or letter of application.

11. References - see part C note (iii)

If you are invited to interview may we approach your referees without further reference to you?

Referee 1 YES NO Referee 2 YES NO

<p>Referee 1:</p> <p>Name:</p> <p>Position:</p> <p>Address:</p> <p>Post Code:</p> <p>Tel: Code/No:</p> <p>Fax: Code/No:</p> <p>E-mail address:</p> <p>In what capacity do you know the above?</p>	<p>Referee 2:</p> <p>Name:</p> <p>Position:</p> <p>Address:</p> <p>Post Code:</p> <p>Tel: Code/No:</p> <p>Fax: Code/No:</p> <p>E-mail address:</p> <p>In what capacity do you know the above?</p>
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12. Ethnic Origin – see Part C note (iv)

Under the classifications shown below, please tick which box describes your ethnic origin. Please note that one of the boxes below must be ticked.

Asian or Asian British	Black or Black British	Chinese or other ethnic group	Mixed	White
Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other* <input type="checkbox"/>	Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other * <input type="checkbox"/>	Chinese <input type="checkbox"/> Other* <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Other * <input type="checkbox"/>	British <input type="checkbox"/> Irish <input type="checkbox"/> Other* <input type="checkbox"/>
I do not wish to disclose <input type="checkbox"/>				
If you have ticked any of the boxes marked 'other' please give details				

13. Disability – see Part C note (iv)

Do you have a disability (as defined by the Equality Act 2010)? YES NO

14. Disclosure of Interest - see part C note (v)

Are you related to or have a close relationship with any existing employee of the school (including school governors)?

YES NO

If yes, please provide details of their name, job title and your relationship to them:

15. Protection of Children and Young Persons

I understand that The Cotswold School is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions and bind-overs as well as pending prosecutions, which are not 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and The Cotswold School's privacy statement.

If you have lived or worked outside of the UK, The Cotswold School may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information.

Have you lived or worked outside of the UK?: Yes No

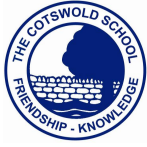
Signed:	Date:
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16. Declaration - see part C note (vi)

I confirm that I am not included on the list (ISA List 99) of people formally barred from working in schools, disqualified from work with children, or subject to sanctions imposed by a regulatory body. I certify that the information given by me on this application is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, the Governors will be entitled to terminate my employment without notice.

To comply with the Equality Act 2010, we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role and therefore we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position.

Signed:	Date:
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**Application for Employment
(Teaching and Support Staff Posts)**

**PART B To be completed by the successful candidate
only on appointment**

1. Date of Birth/...../..... **2. Marital Status:** Single/Married/Divorced/Separated/Widowed

3. National Insurance No. – see Part C note (vii) :

4. Emergency Contacts:

5. (Teachers Only)

Name.....

Address.....

Tel No.....

Doctor's Name.....

Tel No.....

	Exact dates of	
	Entering	Leaving
College and/or University attended		
University and Degree		
Subject and qualification or class of degree		
Date of Award		

6. Pension Details

Details of the school's pension schemes can be obtained from the school's Personnel office.

I certify that the additional information given in this section is true to the best of my knowledge

Signed: **Date:**



**Application for Employment
(Teaching and Support Staff Posts)**



**PART C
Supplementary notes to support PARTS A & B**

**Note (i) Current and/or previous employment since leaving Secondary Education
(Part A Q6)**

Please provide a full history of employment since leaving secondary education including periods of any part-time and voluntary work as well as full-time employment. Please provide explanations for periods not in employment or education / training.

Note (ii) Supporting Statement OR Letter of Application (Part A, Q10)

Applicants supply EITHER a supporting statement in the space provided OR a letter of application which should explain the reason for applying for this job and how your experience, personal qualities and skills help to make you a suitable candidate.

PLEASE NOTE: In your supporting statement or letter of application, please comment on the following:

1. Relevance of your qualifications to the advertised post.
2. Your up-to-date knowledge of legislation and guidance for working with and protection of young people.
3. A commitment to the protection and safeguarding of young people.
4. To what extent you value and respect the views and needs of young people.
5. How you work collaboratively and supportively with colleagues.
6. Your resilience - and how you work well under pressure and manage time effectively.
7. Evidence of working within procedures to meet required standards and your commitment to continual professional development.
8. Evidence of how you have learned from past experiences.
9. Evidence, where appropriate, of achievement and attainment of students.
10. Evidence of your commitment to the pastoral and wider life of the school.

Note (iii) References (Part A, Q11)

Please give names of two referees. One referee should be your present and/or last employer. Your referees must have knowledge of your work and character. We do not accept references from friends or family members. If you are not currently working with children but have done so in the past, you must provide a referee from the employer by whom you were most recently employed in work with children. In the case of applicants leaving full-time education or not having worked since doing so, the Head of School, College or University should be named as one of the referees.

References will be sought on shortlisted candidates and previous employers may be approached for information to verify particular experience or qualifications, before interview.

If you are currently working with children, on either a paid or voluntary basis, your current employer with children will be asked about disciplinary offences relating to children, including any in which the penalty is 'time expired' (i.e. where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been subject to any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

To comply with safer recruitment practices, references must be taken up on all short-listed candidates, where you have confirmed that the referee can be approached at this stage.

te (iv) Equal Opportunities in Employment (Part A, Q12 and 13)

To measure the effectiveness of its equal opportunities policies, the school needs to monitor its recruitment process. You are asked as a candidate for appointment, to complete Questions 12 and 13 of the form so that the school can monitor whether it is, in fact, receiving applications from all sections of the community and also to assist in checking that candidates receive fair and equal treatment at all stages.

All shortlisted candidates will be invited to advise the school if they have a disability and whether they require specific arrangements to be made when called for interview.

Note (v) Disclosure of Interest (Part A, Q14)

Please note that canvassing either directly or indirectly will disqualify the candidate.

Note (vi) Declaration (Part A, Q15)

Providing false information is an offence and could result in your application being rejected or summary dismissal if your application has been selected and possible referral to the police.

Note (vii) National Insurance Number (Part B, Successful Candidate Only Q3)

This number is essential information. Failure to provide it may result in delayed payment of salary and may also be a breach of the Asylum & Nationality Act 2006 regarding your right to work in the UK.

How did you first hear about this vacancy? Please indicate below to help us gauge the success of our advertising. Thank you.

Times Educational Supplement (TES) print
online

Local Press (please specify) _____ School website

Word of mouth Other (please specify) _____