

# Shenley Brook End School

Private & Confidential  
PERSONNEL OFFICE  
Walbank Grove  
Shenley Brook End  
MILTON KEYNES MK5 7ZT  
Tel: 01908 520264 Fax: 01908 520265  
Email: personnel@sbeschool.org.uk

## TEACHER APPLICATION FORM



### APPLICATION FOR THE POST OF:

Please complete using black ink or type

#### PERSONAL DETAILS (block letters please)

Title: (Mr/Mrs/Miss/Ms/Dr)

Surname

(Previous Surname):

Forename(s):

Address:

Telephone No (Home):

(Work):

E-Mail Address:

(Mobile):

N.I. Number:

DfE Reference No:

#### CURRENT OR LAST EMPLOYMENT

Employer's Name & Address:

Date appointed:

Date of leaving:

Job title:

Qualified / Unqualified:

School Type:

Pay Spine Point:

Number on Roll:

Allowances (incl TLR):

Hours worked: Full Time  Part Time

Salary:

Telephone Number:

Notice required:

Fax Number:

Reason for Leaving:

E-Mail Address:

#### EDUCATIONAL ATTAINMENTS

Give details of secondary schools, colleges and universities attended with examination results and qualifications obtained. Please include membership of relevant professional institutions (and indicate whether membership is by examination or otherwise). Evidence of qualifications will be requested.

From	To	School, College, University etc.	Full or Part Time	Examinations taken or to be taken	Qualifications obtained

**PREVIOUS TEACHING EXPERIENCE**

Please list, starting with your most recent and account for any gaps in employment.

Local Authority	Name of School or College	Type of School or College / incl number on roll	Status			Exact dates of service						Reason for Leaving	
			Full or P/T	Qual. or un-qual	Allowance held	From:			To:				
						D	M	Y	D	M	Y		

**PREVIOUS NON-TEACHING EMPLOYMENT**

Please start with the most recent and account for any gaps in employment.

Name of employer	Date		Job title	Brief details of responsibilities and reasons for leaving
	From:	To:		

**JOB RELATED TRAINING**

List details of courses attended during the last 2 years and indicate any awards earned (you will be required to provide evidence).

Course Title	Provider	Duration	Dates

## REFERENCES

Please give the names and addresses of two referees who can provide information as to your suitability for this post, one of whom must be your current (or most recent) employer. Please note that references will be taken up for shortlisted candidates prior to interview. For certain posts, Shenley Brook End School reserves the right to take up references from any of your previous employers. References will not be accepted from relatives or friends.

If you were known to either of your referees by another name please give details.

.....

Name: Position: Business Address:  Tel No: Fax No: E-mail:	Name: Position: Business Address:  Tel No: Fax No: E-mail:
------------------------------------------------------------------------------	------------------------------------------------------------------------------

In what capacity do you know the above?

.....

In what capacity do you know the above?

.....

## DISCLOSURE OF CRIMINAL CONVICTIONS

The post for which this application applies is considered exempt by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2006. You are therefore required to disclose details of any convictions, cautions, reprimands and final warnings including motor vehicle related offences (but not fixed penalty speeding offences) in respect of your application. **This must also include convictions that would otherwise be considered "spent"**.

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

**I have no spent or unspent criminal convictions** ..... (signed)

**I have attached details of spent or unspent convictions, reprimands or final warnings**..... (signed)

A conviction will not necessarily bar you from obtaining employment. However, failure to disclose any criminal convictions, in the event of your employment, **may result in disciplinary action or dismissal without notice.**

## SAFEGUARDING STATEMENT

Are you currently barred from working with children or vulnerable adults?  Yes  No

Are you subject to any sanctions imposed by a regulated body e.g. General Teaching Council (GTC) or have any other action pending against you?  Yes  No

If you have answered YES to either of the above questions, you are required to enclose details in a sealed envelope.

## IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

Under the Immigration and Nationality Act 2006, an employer is required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. You will therefore be requested to produce one of the documents listed under the "Documentation for Right to Work" section before the commencement of your employment.

I declare that I am legally entitled to live and work in the United Kingdom, and I will be able to produce appropriate documentation.

Signature ..... Date .....

## OTHER INFORMATION

1. Are you related to any employee or governor of this school? YES  NO  If yes please state  
Name of person and relationship.....
2. Any personal data entered on this form will be computerised for personnel/employee administration/equal opportunities monitoring in accordance with the Data Protection Act 1998.
3. Where did you see the advertisement for this post? If in a journal/newspaper please give its name .....
- .....

## NOTE

Offers of employment are subject to satisfactory medical clearance, references, enhanced CRB clearance, confirmation of your eligibility to work in the UK, copies of all relevant qualifications, GTC registration (unless exempt), QTS (unless exempt) and statutory induction (for teachers who obtained QTS after 7 May 1999).

## DECLARATION

I certify that, to the best of my knowledge, the information provided and the statements made in this application are factually correct without omission and I understand that any false information may, in the event of employment, result in dismissal without notice.

Signed .....Date .....

Please attach a letter to support your application and return to the Personnel Office.

Thank you for your interest in this post. Unfortunately, it is not possible to reply to all applicants, therefore, if you do not hear from us within 21 days of the closing date, please assume that your application has been unsuccessful on this occasion.

The school operates a strict NO SMOKING policy.

# EQUALITIES MONITORING FORM



**Full Name:** \_\_\_\_\_

Shenley Brook End School strives to be an equal opportunities employer. We aim to ensure that our equalities policy is being followed and that unfair discrimination is not taking place in recruitment. To help us monitor the effectiveness of this policy, we would be grateful if you would complete this section. The information will be treated in confidence and will be used for statistical purposes only. Your co-operation is therefore welcome and helpful. Please tick the following boxes, as appropriate.

**Gender:** I am: **Male**  **Female**

**Date of Birth:** \_\_\_\_\_

**Disability:** *The Disability Discrimination Act (DDA) defines disability as a “physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities”.*

Do you consider yourself to have a disability? Yes  No

**Ethnic Origin:** *Ethnic origin is not usually a matter of nationality, place of birth or citizenship. It is about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. The codes are the agreed 2001 Census codes.*

- (a) White
  - British
  - Irish
  - Any other White background
- (b) Mixed
  - White and Black Caribbean
  - White and Black African
  - White and Asian
  - Any other mixed background
- (c) Asian or Asian British
  - Indian
  - Pakistani
  - Bangladeshi
  - Any other Asian background from within (c)
- (d) Black or Black British
  - Caribbean
  - African
  - Any other Black background within (d)
- (e) Other ethnic groups
  - Chinese
  - Any other ethnic group
  - Not stated

Thank you for taking the time to complete this form.

**FOR OFFICE USE ONLY**

Reason for selection/non-selection

Shortlisting stage	Yes		No	
Interview stage	Accepted		Reject	
Appointment stage	Accepted		Refused offer	

Reason, give details:

## DOCUMENTATION FOR RIGHT TO WORK

Under the Immigration and Nationality Act 2006, an employer is required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. You will therefore be requested to produce one of the following documents before the commencement of your employment.

### List A (Documents which show ongoing right to work)

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to a national of a European Economic Area country or Switzerland.
- A permanent residence card or document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- An Immigration Status Document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.
- A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents or a full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland or an adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
- A certificate of registration or naturalisation as a British citizen.
- A letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom.

### List B (Documents which show a right to work for up to 12 months)

- A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question.
- A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
- A residence card or document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
- A work permit<sup>13</sup> or other approval to take employment issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency and a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question or a letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder or the employer or prospective employer confirming the same.
- A Certificate of Application issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old.
- An Application Registration Card (ARC) issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that the holder is 'ALLOWED TO WORK' or 'EMPLOYMENT PERMITTED'.
- An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question.
- A letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.