**APPLICATION FOR APPOINTMENT AS HEAD OF SWIMMING**

*Please complete all sections of this form. A curriculum vitae may be submitted together with the fully completed form. St Teresa’s is an equal opportunities employer.*

Title: …… Surname:……………………….. First Names …………………….

Telephone Nos: Home:………………….. Work:……………………………

May we contact you at work? Yes/No If necessary, the best time to call is ……

Mobile No: …………………… E-mail: ……………………………………..

Address:……………………………………………………………………………….

………………………………………………………………………………………….

…………………………………………………………………………………………

Religion: ……………………………………

DfES Reference number: ………………… Qualified Teacher Status: Yes/No

An offer of employment is conditional upon the school receiving an Enhanced Disclosure from the Disclosure and Barring Services (DBS) which the school considers to be satisfactory. The school applies for an Enhanced check for regulated activity from the DBS (which includes a check of the Children’s Barred List) in respect of all positions at the school which amount to regulated activity. It is unlawful for the school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the school. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.

In line with recent safeguarding legislation, the school will also make a check against the DfE/NCTL prohibition list.

The school is exempt from the Rehabilitation of Offenders Act 1974 and therefore, all convictions, cautions, reprimands and final warnings must be declared, subject to the DBS filtering rules. If you have a criminal record, this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the school’s procedure.

Have you ever been convicted by the courts of any criminal offence? Yes No

Is there any court action pending against you? Yes No

Have you ever received a caution, reprimand or final warning from the police? Yes No

If you have answered ‘yes’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked ‘Confidential’ with your application form.

EMPLOYMENT HISTORY

Give details of your employment history starting with the most recent. Explain any gaps in employment.

|  |  |
| --- | --- |
| Employer |  |
| Address |  |
| Job Title |  |
| Dates Employed  *(please specify month/year)* | From To  *(mm/yyyy)*  *(mm/yyyy)* |
| Salary and Allowances |  |
| Reason for leaving |  |
| Summarise the nature of the work performed, your job responsibilities and any achievements attained. | |

|  |  |
| --- | --- |
| Employer |  |
| Address |  |
| Job Title |  |
| Dates Employed  *(please specify month/year)* | From To …………………… *(mm/yyyy)*  *(mm/yyyy)* |
| Salary and Allowances |  |
|  |  |
| Reason for leaving |  |
| Summarise the nature of the work performed, your job responsibilities and any achievements attained.      ……………………………………………………………………………………………. | |

|  |  |
| --- | --- |
| Employer |  |
| Address |  |
| Job Title |  |
| Dates Employed  *(please specify month/year)* | From To *(mm/yyyy)*  *(mm/yyyy)* |
| Salary and Allowances |  |
| Reason for leaving |  |
| Summarise the nature of the work performed, your job responsibilities and any achievements attained. | |

|  |  |
| --- | --- |
| Employer |  |
| Address |  |
| Job Title |  |
| Dates Employed  *(please specify month/year)* | From To *(mm/yyyy)*  *(mm/yyyy)* |
| Salary and Allowances |  |
| Reason for leaving | ………………………………………………………………... |
| Summarise the nature of the work performed, your job responsibilities and any  achievements attained.  …………………………………………………………………………………………….  …………………………………………………………………………………………….  ……………………………………………………………………………………………. | |

EDUCATIONAL BACKGROUND

List schools/colleges/universities attended, starting with the most recent. Please state whether full or part time.

|  |  |  |  |
| --- | --- | --- | --- |
| School/College/  University/Institution | Dates  From To | Courses/Subjects | Grades/  Standard of Award |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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WORK RELATED DEVELOPMENT TRAINING

Please list other courses, seminars attended in the last five years. List any training or staff development.

|  |  |  |
| --- | --- | --- |
| Date (Year) | Organising Body | Title & Purpose of Event |
|  |  |  |
|  |  |  |
|  |  |  |

Drawing from your experience, please demonstrate how you would meet the job description provided. Please continue on a separate sheet if necessary.

REFERENCES (Any offer of a post is subject to references)

Please give below the names, addresses, email addresses and telephone numbers of three referees (one of whom would normally be your present or last employer). Please indicate if you do *not* wish either referee to be contacted until you are to be offered the post.

|  |  |
| --- | --- |
| 1. | Name: ………………………………Status: ……………………………… |
|  | Address: ………………………………………………………………………….  ………………………………………………………………………………………...  ………………………………………………………………………………………...  Tel No: ……………………………… Years known: ……………………….  Email address: ……………………………………………………………… |
| 2. | Name: ……………………………… Status: ……………………………… |
|  | Address: ……………………………………………………………………………  ………………………………………………………………………………………...  ………………………………………………………………………………………...  Tel No: ……………………………… Years known: ……………………….  Email address: …………………………………………………………………… |
| 3. | Name: …………………………… Status: ………………………………… |
|  | Address: ……………………………………………………………………………  ……………………………………………………………………………………….  ……………………………………………………………………………………….  Tel No: ……………………………… Years known: ………………………  Email address: ……………………………………………………………………. |

Where did you see this job advertised?

…………………………………………………

Please give any additional information which you feel may assist us, eg special training, skills, certificates, interests and activities. List professional, trade, business or civic associations and any offices held.

DECLARATION

Providing false information in or with this application is an offence and could result in our application being rejected, or summary dismissal if you have been selected, and if appropriate, a possible referral to the police.

By signing this form, you declare the following: -

* To the best of my knowledge, the information I have supplied on this form is complete and accurate.
* I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my summary dismissal or a possible referral to the police.
* I confirm that I am not banned, disqualified from working with children, subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State, the General Teaching Council or any other regulatory body.
* If applying for a position working with children in EYFS, I confirm, to the best of my knowledge, that I or anyone who lives or works in the same household as me (for example: family members, lodgers, house sharers, household employees etc), are not barred or disqualified from working with children.
* I confirm that I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1965 (as amended in 2013) and have no convictions, cautions or bind-overs, or if I have any convictions, cautions or bind-overs, full details of these have been provided in a sealed envelope marked ‘Confidential’ which I have returned with this application.
* I confirm that I am both physically and mentally fit to carry out the role that I have applied for.
* I understand that upon offer of employment I will be required to complete a pre-employment Health Declaration.

Signed: ……………………………………………………… Date: ………………………………………

Data Protection

When signing the Declaration above, the applicant is confirming that he/she agrees to St Teresa’s School processing the information in accordance with the Data Protection Guidelines for the purpose of recruiting and offering employment only. St Teresa’s School will transfer part of the information it holds to third parties where required by operation of law.

Privacy Notice

When you apply for a job at St Teresa’s School we collect the following personal data from you: name, address, contact details, educational history and qualifications, employment history, medical history, disabilities, criminal offences, references. Our purpose is for the recruitment and selection of staff. Our legal basis is that our purpose is also legitimate interest, with the exception of medical data for which you will have given your consent. We retain the data in the UK for up to 12 months after the interview process has completed, unless you are successful when we keep the information for 7 years after you leave the school. You have qualified rights to access, rectify and erase your personal data, and to restrict or object to processing and to make your data portable. You have the right to complain to a Supervisory Authority (e.g. the Information Commissioner’s Office).