**Application Form - Teaching and Support Staff Positions**

Please complete this application **in full** and return by e-mail to: personnel@cavendish.e-sussex.sch.uk or post to: Resources Manager, The Cavendish School, Eldon Road, Eastbourne, East Sussex, BN21 1UE.

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| **Job details** |  |
| Position applied for |       |
| Full time or part time |       |
| Closing date for application |       |
| Where did you see the vacancy? |       |
| **Personal details** |  |
| Surname |       |
| First names |       |
| Title (Mr/Mrs/Ms/etc) |       |
| Maiden name or previous names  |       |
| Address in full  |       |
| Postcode |       |
| Email address |       |
| Mobile number |       |
| Daytime telephone number |       |
| Evening telephone number |       |
| National Insurance number |       |
| **Present employment - Support Staff applications only** |
| Job Title |       |
| Name and address of employer |       |
| Postcode |       | Telephone: |       |
| Date commenced current position |       |
| Date commenced with employer |       |
| Current annual salary/grade |       |
| Notice period required |       |
| Briefly describe your present job, its main purpose and your responsibilities:      |
| **Present employment - Teacher applications only** |
| Job Title |       |
| Subjects taught |       |
| Current School or employer |       |
| Address of current employer |       |
| Postcode |       | Telephone: |       |
| Type of school |       |
| Number on roll |       |
| Age range of students |       |
| Date appointed to current position |       |
| Current Spinal Point on Main Pay Range / Actual salary £ |       |
| Spinal point on Upper Pay Range and date appointed to that point / Actual salary £ |       |
| Allowances Type and Value £  |       |
| **Pensions**  |
| Have you opted out of the Teacher Pension scheme? | Yes |    | No |    |
| If yes please indicate the date: |       |
| Are you in receipt of a pension awarded through ill health retirement? | Yes |    | No |    |
| **Qualified Teacher Status - Initial Teacher Training** |
| Teacher Reference Number |       |
| Date Qualified Teacher Status Awarded |       |
| Date training commenced |       |
| University/College/ Designated Recommending Body |       |
| Qualification gained (eg PGCE) |       |
| Age range for which trained |       |
| Principal subject |       |
| Other subjects qualified to teach |       |
| **Education and Training - all applicants** (evidence will be required at interview) |
| **Higher and Further Education – Degree Level** |
| **Qualification** | **Course Title** | **University or College** | **Date qualified** | **Subject and Class** |
|       |       |       |       |       |
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| **Secondary Education A or AS Level or equivalent** |
| **Qualification** | **Subject** | **School or College** | **Date**  | **Grade obtained** |
|       |       |       |       |       |
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| **Secondary Education GCSE or equivalent** |
| **Qualification** | **Subject** | **School or College** | **Date**  | **Grade obtained** |
|       |       |       |       |       |
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| **Other relevant training/professional development** |
| **Course Title** | **Organisation** | **Dates from/to** |
|       |       |       |
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| **Membership of Professional Institutes** |
| **Name of Professional Body** | **Date Achieved** | **By exam or election?** |
|       |       |       |
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| **Previous Employment – Teaching Experience** |
| **Name of School** | **Number on roll** | **Position held** | **From** | **To** | **Full or part time** | **Reason for leaving** |
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| **Previous Employment outside teaching – all applicants** |
| **Name of organisation and nature of business** | **Position held** | **From**  | **To** | **Full or part time** | **Reason for leaving** |
|       |       |       |       |       |       |
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| **Other Experience** Please include periods of unemployment or voluntary work and account for any periods not covered by full time employment, education or training |
| **Experience**  | **From** | **To** |
|       |       |       |
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| **Leisure Interests** |
|       |
| **Letter of Support – why are you applying for this position?** |
| * **Please write in support of this application, showing how your experience, training, qualifications and interests are relevant and how you would contribute to the requirements of the advertisement, job profile and person specification.**
* **You may complete this information below or attach as a separate word processed sheet.**
 |
| **I have attached separately** |       |  | **My letter of support is completed below** |       |
|       |

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| **Working Time Regulations 1998** |
| **The working time regulations were introduced on 1 October 1998 and working hours in the UK are now governed by statute. Employment which you intend to continue if successfully appointed to the position applied for must be declared below.** |
| **Section 1 – No other employment** |
| **I confirm that I do not have any other employment.** |
| Signature |       |
| Date |       |
| **If form has been completed electronically** please place an ‘x’ in this box in place of your signature 🡪 |       |
| **Section 2 – Other Employment** |
| **Job Title** | **Weekly Hours** | **Start Time**  | **End Time** |
|       |       |       |       |
| Signature |       |
| Print Name |       |
| Date |       |
| **If form has been completed electronically** please place an ‘x’ in this box in place of your signature 🡪 |       |
| **References** |  |
| * **Please provide at least two references.**
* **One must be your present or most recent employer.**
* **The second must be a previous employer.**
* **For teaching applications, please include your current Headteacher and for newly qualified teachers, include your Professional Tutor.**
* **We reserve the right to seek professional references at any point in the recruitment process and from the previous employment section of this form. In most cases we will only contact your referees if we short-list you for interview. \***
* **A job offer will not be made without two satisfactory references**
* **If you have any queries, please notify us in advance.**
 |
| **1st reference - present/most recent employer** |
| Name |       |
| Job Title |       |
| Telephone Number |       |
| Organisation |       |
| Email Address |       |
| Address |       |
| How long has this person known you?  |       |
| In what capacity do they know you? |       |
| May we contact this referee prior to interview? (select as applicable)\* | Yes |    | No |    |
| **Second reference – previous employer or professional tutor** |
| Name |       |
| Job Title |       |
| Telephone Number |       |
| Organisation |       |
| Email Address |       |
| Address |       |
| How long has this person known you?  |       |
| In what capacity do they know you? |       |
| May we contact this referee prior to interview? (select as applicable) \* | Yes |    | No |    |
| **Third reference - optional** |
| Name |       |
| Job Title |       |
| Telephone Number |       |
| Organisation |       |
| Email Address |       |
| Address |       |
| How long has this person known you?  |       |
| In what capacity do they know you? |       |
| May we contact this referee prior to interview? (select as applicable) \* | Yes |    | No |    |
| **Warnings and Disciplinary Issues and Safeguarding Children** |
| Have you ever been dismissed for alleged misconduct or incompetence or resigned in the face of a dismissal or warning? | Yes |    | No |    |
| Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this application? | Yes |    | No |    |
| Have you received any warnings at any time? | Yes |    | No |    |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated? | Yes |    | No |    |
| If you have answered yes to any of the above questions, you must supply details on a separate sheet of paper, place it in a sealed envelope marked ‘strictly confidential’, and attach it to your application form or e-mail it as a separate confidential document for the personal attention of the Director of Human Resources. |
| I have attached details as requested  | Yes |    | No |    |
| **Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable groups Act 2006** |
| * Under the Rehabilitation of Offenders Act 1974 job applicants are required to declare criminal convictions which are not considered ‘spent’ under the Act.
* Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006 all roles in schools are now classified as ‘regulated’.
* You are required therefore to declare any convictions including bind over and cautions regardless of whether or not they would be considered spent in other circumstances.
 |
| Have you ever been convicted of a criminal offence? | Yes |    | No |    |
| Are there any alleged offences outstanding against you? | Yes |    | No |    |
| * If you have answered yes to any of the above questions, you must supply details on a separate sheet of paper, place it in a sealed envelope marked ‘strictly confidential’, and attach it to your application form or e-mail it as a separate confidential document for the personal attention of the Director of Human Resources.
* Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.
 |
| I have attached details as requested  | Yes |    | No |    |
| **DISCLOSURE AND BARRING SERVICE (previously Criminal Records Bureau - CRB)** |
| The Cavendish School is committed to safeguarding and promoting the welfare of our students and expect all those who work with us to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service Enhanced Clearance. |
| Do you hold a current Enhanced DBS (DISCLOSURE AND BARRING SERVICE) Certificate of Clearance? | Yes |    | No |    |
| If Yes please state the date of your clearance. |       |
| Please state the clearance reference number |       |
| Have you subscribed to the Update Service? |       |
| **List 99/ Protection of Children Act** |
| I confirm that my name is not on List 99 and that I have not been banned from working with children. |
| Signature |       |
| Date |       |
| **If form has been completed electronically** please place an ‘x’ in this box in place of your signature 🡪 |       |
| **Asylum and Immigration Act 1996** |
| **It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right of abode in the UK. You will be required to provide evidence prior to appointment of a National Insurance Number, Passport and current home address.** |
| Do you require a work permit? | Yes |    | No |    |
| **Declaration** |
| * I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct.
* I understand that any false or misleading information, or omissions of information concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.
 |
| Signature |       |
| Date |       |
| **If form has been completed electronically** please place an ‘x’ in this box to indicate your consent🡪 |    |

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| **Data Protection Act 1998** |
| The Cavendish School will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in paper copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.Our Data Protection Policy is published on [www.cavendishschool.net](http://www.cavendishschool.net) |

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| **Notes to candidates** |
| * The Cavendish School after shortlisting, will contact the shortlisted candidates as soon as possible.
* We will endeavour to e-mail unsuccessful candidates within one month of the closing date. If you do not hear from us, please assume that you have not been selected for interview. We are happy to offer feedback to unsuccessful candidates.
* The successful applicant will receive an offer of employment which will be subject to pre-employment checks including DBS (DISCLOSURE AND BARRING SERVICE), Health, and Eligibility to live and Work in the UK, identity, and qualifications.
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| **Equal Opportunities Monitoring Form** |
| Please complete the equal opportunities section which follows and will be separated from your application form before shortlisting. |

**CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form**

**This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.**

* Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability, etc. The Cavendish School aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.
* All applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job.
* The Cavendish School has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.
* This information will not affect the consideration of your application.

|  |  |
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| **Position Applied for** |  |
| **Where did you see this vacancy advertised?** |  |
| **Full Name** |  |
| **Age** |       | **Date of Birth** |       |
| **Gender** | **Male**  |       | **Female** |       |

## Disability Guidance

* Where an applicant has a disability and they meet the essential criteria of the position they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.
* The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.
* If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to be disabled as set out in the Equality Act? (select as applicable) | Yes |    | No |    |
| If YES, please describe your disability.      |
| If you need any assistance to attend or participate in the interview, please give details.      |

## Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific. Please identify your ethnic origin either by putting an ‘X’ in ONE of the boxes below or by giving your own description in the space provided.

|  |  |
| --- | --- |
| **White** |  |
| British |    |
| Irish |    |
| Gypsy/Roma |    |
| Traveller of Irish Heritage |    |
| Any other White background |    |

|  |  |
| --- | --- |
| **Mixed** |  |
| White and Black Caribbean |    |
| White and Black African |    |
| White and Asian |    |
| Any other mixed background |    |

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| --- | --- |
| **Black or Black British**  |  |
| Caribbean |    |
|  African |    |
| Any other Black background |    |

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| **Asian or Asian British** |  |
| Indian |    |
| Pakistani |    |
| Bangladeshi |    |
| Any other Asian background  |    |

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| --- | --- |
| **Other ethnic groups** |  |
| Chinese |    |
| Any other ethnic groupPlease specify: |    |
|       |  |

**Religion** Please identify your religion by putting an ‘x’ in ONE of the boxes below.

|  |  |
| --- | --- |
| Christian |    |
| Buddhist |    |
| Hindu |    |
| Jewish |    |
| Muslim |    |
| Sikh |    |
| Other religion |    |
| No religion |    |
| Prefer not to say |    |

**Sexual Orientation**

Please identify your sexual orientation by putting an ‘x’ in ONE of the boxes below.

|  |  |
| --- | --- |
| Bisexual |    |
| Gay man |    |
| Gay woman / lesbian |    |
| Heterosexual / straight |    |
| Other  |    |
| Prefer not to say |    |

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