



College Road
Primary School

College Road Primary School

College Road, Keyham, Plymouth, Devon . PL2 1NS .

Telephone: (01752) 567660 Fax: (01752) 605236

Headteacher: Mr J B Wallace

email: college.rd.primary.school@plymouth.gov.uk

www.collegeroadschool.co.uk

Application number

Application for a Teaching Appointment

Post Title	Teacher (September 2017)
School	College Road Primary School

(Please complete in black ink or type)

Our Governors' Promise to You

Fairness and Equality of Opportunity

We do not operate an anonymous process but we will treat your application fairly and honestly, and consider it only in relation to the requirements of the job. We will do this regardless of whether or not you currently work for the Council, another employer, or are unemployed. Your application will be processed in strict confidence. Our aim is to appoint the best person for the job. We believe in equal opportunities, and will not unfairly discriminate against anyone.

Wherever possible and reasonable, we will help a person with disabilities with the application process. If you consider yourself to have a disability and need such help, please contact the school.

Documentary Evidence

In accordance with the Immigration, Asylum and Nationality Act 2006 it is a criminal offence to employ someone without entitlement or permission to work in the UK. The Act requires all employers in the UK to make basic document checks on every person before they start work to help ensure that they do not employ illegal workers. Shortlisted candidates will be required to bring original documentation to interview. Original academic and professional qualification certificates will also be required.

WARNING: If you provide false information, this may lead to your dismissal. If you do any sort of canvassing, it will lead to you being automatically disqualified. *Photocopies of documents will **not** be accepted. **The successful applicant will also be required to produce original documents to comply with a DBS check.**

Returning this form:

This form must reach us by the closing date, late applications cannot be considered. Please send

it to the Headteacher, College Road Primary School, College Road, Keyham, Plymouth, PL2 1NS,

Working for COLLEGE ROAD PRIMARY SCHOOL.

Some information about terms, conditions and benefits for employees is sent to shortlisted candidates. If you would like further information at this stage, please contact College Road Primary School.

1 Professional details

Have you successfully completed a period of Initial Teacher Training (ITT) and achieved Qualified Teacher Status (QTS)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give date of award		
QTS Certificate Number		
Have you successfully completed a period of induction as a qualified teacher, as per DfES requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give date of completion		

Employment History

Please ensure that full employment history is provided from leaving full time education, providing months/years.

2 Present or most recent Employment

Post Title					
Name of School					
Address					
Reason for Leaving					
LEA		Date From (mm/yy)		To (mm/yy)	
Type of School	<input type="checkbox"/> LA	<input type="checkbox"/> Foundation	<input type="checkbox"/> Independent	<input type="checkbox"/> Other	<input type="checkbox"/> Aided
	<input type="checkbox"/> Single Sex	<input type="checkbox"/> Mixed	Total number of pupils of roll		
Present Spinal Point		Salary		Pupil Age Range	
Description of role/responsibilities/duties					

Other subjects you can teach

Gaps in Employment History (Please provide details here of any unaccounted periods)

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Please ensure that there are no gaps in your employment history and ensure that all time periods have been accounted for since leaving full time education.

3 PREVIOUS TEACHING EXPERIENCE

Most recent appointments first. Newly qualified teachers should include periods of school based training.

School/College	Age Range Taught	Post Held	From (mm/yy)	To (mm/yy)	Salary	Reason for Leaving

Further appointments / experience may be continued on additional sheets and attached to this document.

Nature of employment or voluntary work	Name and address of employer / voluntary group	Post Held	From (mm/yy)	To (mm/yy)	Salary	Reason For Leaving

4 MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES

Institute or Association	How obtained (e.g. examination or election)	Date	Grade of Membership

5 EDUCATION AND PROFESSIONAL QUALIFICATIONS (checks on qualifications and information will be made)

1	School/College Attended	
	Date from/To	
	Qualifications (including A Level grades)	
2	Qualifications (eg Cert Ed / BA / BEd):	
	Class of Degree	
	University/College	
	Date awarded	
3	Post graduate Qualifications (eg Med PGCE) Subject(s)	
	University/College	
	Date Awarded	
	Subjects	

4	Other Qualifications – please specify giving title / awarding body and date:	

6 Referees

Please give present or most recent Headteacher and at least one employment other referee.

1	Headteacher	
	Address	
	Telephone number (including STD)	
	Email	
2	Name	
	Address	
	Telephone number (including STD)	
	Email	
3	Name	
	Address	
	Telephone number (including STD)	
	Email	

N.B. References will be sought for all short-listed candidates, including internal candidates, and will be obtained before the interview so that any issues of concern raised can be explored further with the referee, and taken up with the candidate at interview, unless otherwise indicated.

7 PROFESSIONAL DEVELOPMENT

Please give details of any other relevant, professional, development / training undertaken in the last five years?

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8 LETTER OF APPLICATION

Please write in support of your application, showing how your experience and qualifications are relevant, and how you would contribute to the post.

If you have a disability and because of your impairment, cannot fulfill certain aspects of the Person Specification, but you feel you can meet the job requirements, in an alternative / adjusted way, you can provide details here.

Please continue on a separate sheet if necessary.

Please ensure you name and other personal details do not appear in this section, unless you need to continue on a separate sheet, this should then be referenced accordingly.

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9 PERSONAL DETAILS

Data Protection Act

Information from this application may be processed by computer for purposes registered by the City Council under the data protection legislation. Individuals have the right of access to computerized personal data, concerning them.

1	Surname:			
2	Forenames:			
3	Title:			
4	Address			
	Post Code			
5	Email			
6	Home/Evening Telephone No:			
7	Date of Birth:		National Insurance Number	
8	Do you need permission to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9	Are you able to produce documents if asked for at interview which demonstrate that you are entitled to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

10	If this post is open to job share, do you want to be considered for this option?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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10 REHABILITATION OF OFFENDERS

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. filtered out) as defined by the Rehabilitation of Offenders act 1974 (Exceptions) Order 1975 as amended in 2013. The amendments to the Exceptions Order provide that certain spent convictions and cautions are protected and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide.

Have you been convicted of any criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please give details

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Have you ever received a police caution, warning or reprimand?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please give details

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11 DECLARATION

I declare that the information given is true and accept that if I have given false information it may result in my application no longer being considered or my appointment not being confirmed.

Signed		Date	
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This form must be returned to the Headteacher Mr J B Wallace, College Road Primary School, College Road Primary School, College Road, Keyham, Plymouth, PL2 1NS.

SCHOOLS MONITORING FORM: PRIVATE AND CONFIDENTIAL

Application Number:

THIS INFORMATION IS FOR MONITORING PURPOSES ONLY, AND WILL NOT BE CONSIDERED AS PART OF THE SELECTION PROCESS

College Road Primary School believes in equal opportunities. Part of this involves ensuring that our recruitment and selection practices are fair, equitable and consistent, with the aim of appointing the best person for the job, and fulfilling statutory duties relevant to equality in employment.

To make equal opportunities meaningful, it is essential that the school monitors the effectiveness of its policy. Please, therefore complete this form. All information will be treated in the strictest confidence, and will not be made available to the selection panel.

Please, therefore complete the following:

1	Job Applied for:				
2	School/College				
3	Grade:		4	Closing Date	
5	Where did you find out about this vacancy?				
6	What is your sex?	Male <input type="checkbox"/>	Female <input type="checkbox"/>		
7	What is your age?	17-18 <input type="checkbox"/>	19-50 <input type="checkbox"/>	51-65 <input type="checkbox"/>	66-75 <input type="checkbox"/> 76 + <input type="checkbox"/>

Ethnicity

To which of these groups do you consider you belong? (please tick one box only):

A	WHITE		C	Asian or Asian British	
	British	Yes <input type="checkbox"/>		Bangladeshi	Yes <input type="checkbox"/>
	Gypsy/Traveller	Yes <input type="checkbox"/>		Indian	Yes <input type="checkbox"/>
	Irish	Yes <input type="checkbox"/>		Pakistani	Yes <input type="checkbox"/>
	Any other White Background (please state)			Any other Asian Background (please state)	
B	MIXED		D	Black or Black British	
	White and Black Caribbean	Yes <input type="checkbox"/>		African	
	White and Black African	Yes <input type="checkbox"/>		Caribbean	
	White and Asian	Yes <input type="checkbox"/>		Any other Black Background (please state)	
	Any Other Mixed Background (please state)				
E	Chinese or other ethnic group (please state)				
F	Any other ethnic group (please state)				

Disability

Do you consider yourself to be a disabled person?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Would you like to let us know more about your disability? (Please write in).			

Religion

How would you describe your faith, belief, religion? (Please tick one box)			
Buddist	Yes <input type="checkbox"/>	Jewish	Yes <input type="checkbox"/>
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	Yes <input type="checkbox"/>	Muslim	Yes <input type="checkbox"/>
Hindu	Yes <input type="checkbox"/>	Sikh	Yes <input type="checkbox"/>
Other religion (please state)	Yes <input type="checkbox"/>	None	Yes <input type="checkbox"/>
Prefer not to say	Yes <input type="checkbox"/>		

Sexual Orientation

What is your sexual orientation? (please tick one box)			
Bisexual	Yes <input type="checkbox"/>	Hetrosexual/straight	Yes <input type="checkbox"/>
Gay Man	Yes <input type="checkbox"/>	Other (including questioning)	Yes <input type="checkbox"/>
Lesbian/Gay Woman	Yes <input type="checkbox"/>	Prefer not to say	Yes <input type="checkbox"/>

Marital status

What is your marital status (please tick one box)			
Single	Yes <input type="checkbox"/>	Married	Yes <input type="checkbox"/>
Civil Partnership	Yes <input type="checkbox"/>	Living with partner	Yes <input type="checkbox"/>
Prefer not to say	Yes <input type="checkbox"/>		