

# THE GREEN ROOM - JOB APPLICATION FORM

## TEACHER

### NOTES FOR APPLICANTS

Thank you for your interest in working for our School

Please complete all sections of this form in full using in black ink or by typing. Please note that CVs will not be accepted for this application.

#### **Data Protection Act 1998**

Please note the information you have provided will be used during the recruitment procedure in accordance with our obligations under the Data Protection Act 1998. Data contained within the Equal Opportunities monitoring form will be used to produce depersonalised statistics for reporting and monitoring purposes. If you are the successful candidate, this form and the information collected through the recruitment campaign will be stored and used as part of your personnel record.

We will not share your information with any other organisation unless required to do so by statute.

**PROVIDING FALSE INFORMATION IS AN OFFENCE AND COULD RESULT IN THIS APPLICATION BEING REJECTED, OR SUMMARY DISMISSAL IF THE APPLICANT HAS BEEN SELECTED, AND POSSIBLE REFERRAL TO THE POLICE**

*Please retain this page for your records*

THE GREEN ROOM - JOB APPLICATION FORM  
TEACHER

*Confidential*

Post applied for:	
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## PERSONAL DETAILS:

Title		First Name	
Date of Birth:		Surname	
Have you been known by previous names? YES/NO			
If yes, please specify:			
Address for correspondence:	Home telephone:		
	Mobile telephone:		
	Work telephone (if convenient):		
	Email address – please specify work or home address		
Postcode:			
National Insurance Number:			
Date which you could take up the appointment:			
Do you hold a valid driving licence that allows you to drive in the UK, Y /N - please specify details:			
Do you have a car that is available for business use? Yes/No			
If yes, please provide details:			
DfES Reference Number:			
Do you have Qualified Teacher Status (QTS): YES/NO			
Are you registered with the GTC for England? YES/NO			
Are you related to or have a close relationship with any existing Employees, Trustees or Governors of Everyday Arts Ltd: YES/NO (specify)			

*Canvassing will disqualify candidates*



**EMPLOYMENT HISTORY:  
CURRENT OR MOST RECENT EMPLOYER**

Name of Employer/ LEA/School			
Address			
Telephone Number			
Present Post/Job Title		Date of Appointment	
		Date of Leaving, if applicable	
		Date available	
Age Range		Group Size	
Number on Roll		Specialist Subjects (if any)	
Reason for Leaving			

# OTHER TEACHING EXPERIENCE

Please list all appointments in chronological order, starting with the most recent.

Job Title	Name & Address of employer (state whether independent, comprehensive, grant maintained)	Date From	Date To	Age Range	Number on Roll	Reason for leaving

# EMPLOYMENT EXPERIENCE OTHER THAN TEACHING

Date		Job Title and brief summary of duties and responsibilities
From	To	
Employer & Address		

Date		Job Title and brief summary of duties and responsibilities
From	To	
Employer & Address		

## **VOLUNTARY OR UNPAID WORK UNDERTAKEN (if any)**

This may not be connected with the post applied for, but may still be relevant

## **OTHER EMPLOYMENT INFORMATION**

Please explain any gaps in employment e.g. raising a family, travelling, volunteer work

## **SUPPORTING INFORMATION**



Please state your personal qualities and experiences that you believe are relevant to your suitability of the post you are applying for as set out in the "job description" provided in your application pack

PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

# REFERENCES

Please give the details of two people who are able to comment on your suitability for the role you are applying for. One referee must be your current or most recent employer. If you are not currently working with children, but have done in the past, please include details of this employer as a third referee.

**References from relatives or character references from people writing solely in the capacity of friends will not be accepted.**

Normally, references will be requested for all candidates that are invited for interview, in order to verify particular experience or qualifications. You may request that we do not contact your referees at this stage. Ticking "no" will not affect our decision to shortlist you for interview. However, satisfactory references will be required before an offer of employment is made, we will seek your permission at this stage.

**This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

## Referee 1:

Title		Name		Telephone	
Organisation				Fax no	
Occupation				E-mail address	
Address (in full)				Can we contact before interview?	
				YES/NO	
				How do they know you?	

## Referee 2:

Title		Name		Telephone	
Organisation				Fax no	
Occupation				E-mail address	
Address (in full)				Can we contact before interview?	
				YES/NO	
				How do they know you?	

Referee 3 (only applicable if the applicant is not currently, but has previously worked with children, please see above):

Title		Name		Telephone	
Organisation				Fax no	
Occupation				E-mail address	
Address (in full)				Can we contact before interview?	
				YES/NO	
				How do they know you?	

## **Disclosure and Barring Service and Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, as amended by the 2013 Order**

You are advised that you are not entitled to withhold information about convictions which are regarded as 'spent' under the above act. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with the School.

The post you are applying for requires an enhanced DBS check, therefore you are required to complete the enclosed **Disclosure of Criminal Background form**. If your application is successful, you will also be required to undertake a DBS check. You would not be able to commence employment until a satisfactory DBS check and the decision to appoint has been confirmed.

Do you have a DBS certificate issued since 17 June 2013?                      Yes      No

If yes, please give certificate number

Are you registered with the DBS Update service?                                      Yes      No

If yes, and your application for this post is successful, do you consent to the Company using the update service to check your DBS status?                                      Yes      No

You are therefore required to give full details of all convictions and cautions or prosecutions pending, including any 'spent' convictions.

Have you ever been convicted of a criminal offence, cautioned or have any prosecutions pending?    Yes    No

If YES, please give details of all convictions and cautions, including 'spent' convictions and cautions or prosecutions pending, in a sealed envelope marked "confidential" and attach to this application

## HEALTH RECORD

All appointments are subject to medical clearance by an appointed Occupational Health Provider.

## DECLARATION

I declare that the information given on this application form is, to the best of my knowledge, correct. I understand that this information may be stored as part of the School's monitoring of equal opportunities and as part of the recruitment procedure and I agree to the use of this data as specified.

I also understand that withholding relevant details or giving false information may result in my application being withdrawn or subsequent discovery of information being false may render me liable for dismissal. I will undertake to notify any material changes in the information I have given above to the HR Unit.

SIGNED

DATE

**This page is to be detached prior to Short-Listing**

**EQUAL OPPORTUNITIES MONITORING RECORD – The information contained on this page will be treated in the strictest confidence and will be detached prior to short-listing. Please see guidance notes for further information. It is not mandatory to provide this information. Doing so helps the School to monitor equal opportunities and complete statistical returns.**

Post applied for:		Post Reference Number:	
First Name:		Last Name:	
Where did you see this post advertised?			
Everyday Arts Website: Recruitment Website: Local Newspaper: National Newspaper:			
National Newspaper Website: Professional Publication: Professional Website: Friend/Word of Mouth TES Greensheets			
Website other: Please specify Publication other: Please specify			
Gender : Male / Female			
Date of Birth:		Marital Status:	
Please tick the category that most represents your race and ethnicity			
<b>How would you describe your ethnic origin?</b>			
<b>Asian or Asian British</b>	<b>Black or Black British</b>	<b>White</b>	<b>Mixed &amp; Other</b>
Bangladeshi	African	British	White & Black Caribbean
Indian	Caribbean	Irish	White & Black African
Pakistani	Other	Other	White & Asian
Other			Other
<b>Chinese or other ethnic group</b>			
Chinese			
Other ethnic group			
Please provide details of any adjustments/ special requirements to assist you should you be shortlisted for interview.			