



SPALDING GRAMMAR SCHOOL

CONFIDENTIAL

Please complete clearly in black ink or typescript. This application form must be completed in full. A CV will not be accepted as a replacement for any part of this form.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

For non-teaching posts you can disregard the shaded boxes if these are not relevant to you.

Post details	
Post applied for:	

Personal details	
Your title:	
First Name(s):	
Surname:	
Previous names known by:	
Address and postcode:	
Home phone number:	
Work phone number (optional):	
Mobile phone number:	
E-mail:	
DCSF Reference Number: (formerly DfES/DFEE)	
NI Number: <small>If you do not have any NI number please give details on a separate sheet</small>	

Referees Please give details of two referees. If you are, or have recently been, employed, one must be your current or last employer. If you have worked with children in the past, one of your referees must be able to make reference to your work with children. If your current or last employment was within a school one referee must be the headteacher. If you are a student, one should be a senior staff member from your place of study. Your referees must not be a relative or partner. References will be taken up after shortlisting and before interview. We may request additional referees.			
Name:		Name:	
Job Title:		Job Title:	
Address:		Address:	
Phone number:		Phone number:	
E-mail:		E-mail:	
Capacity in which known:		Capacity in which known:	



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Previous Teaching/Leadership Posts

Please list in chronological order. Be explicit about the type of school or college and the length of time that the post was held. Please give reasons and duration for any gaps when you have not been in employment.

Name of Local Authority	Name, contact details and type of School/College and whether single/mixed sex	Approx. number on Roll	Age range taught	Post Title, Grade or Scale. Full or part time	Dates to and from (month and year)	Reason for leaving.

This box will expand, if necessary. If hand-writing this form, continue on a separate sheet and attach it securely to your application form.



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Previous Employment (other than teaching)

Please include any voluntary work, giving reasons and the duration of any gaps when you have not been in employment.

Name and contact details of previous employers	Position and Responsibilities	Dates to and from (month and year)	Reason for leaving.

This box will expand, if necessary. If hand-writing this form, continue on a separate sheet and attach it securely to your application form.



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Personal Statement

While referring to the Job Description and Person Specification, explain how you would relate your education, training and experiences (including those not related to employment) to the requirements of the post for which you are applying.

This box will expand, if necessary. If hand-writing this form, continue on a separate sheet and attach it securely to your application form.



SPALDING GRAMMAR SCHOOL

Asylum & Immigration Act 1996

Can you provide evidence of your legal right to work in the UK?
(You will be required to produce this documentation at interview)

Yes No

Disabled People

Spalding Grammar School welcomes applications from disabled people. We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for. Please tick the box below if you consider yourself to have a disability*. In addition, please advise us of any reasonable adjustments which are needed to ensure the interview is accessible to you.

*For this purpose, disability is defined as any physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months, or is likely to last for the rest of a person's life.

Do you consider yourself to have a disability?

Yes No

Do you have any special requirements in relation to your interview arrangements? Yes No

If 'Yes' please give details:

Related Party Declaration

Are you, to the best of your knowledge, related to any Senior Staff or Governors of the School?
Yes No

If 'yes' please state:

Name:

Position:

A candidate who fails to disclose their relationship to a Senior Staff member or Governor of the School may have their application rejected. If appointed they may be subject to disciplinary action or dismissal.



SPALDING GRAMMAR SCHOOL

Criminal convictions – Rehabilitation of Offenders Act 1974

All applicants are required to provide full details about any criminal record they may have.

The successful applicant will be required to make an application to the Disclosure and Barring Service (DBS) for disclosure under the provisions of the Police Act (1977). The School will confirm your identity at the interview and submit the application to the DBS, paying the necessary fee.

The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust. The post you are applying for is subject to an Enhanced Disclosure and you must provide details of all convictions, either in the UK or abroad, including those 'spent' under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1985, cautions and bind-overs, reprimands, warnings, investigations or prosecutions pending. You must also inform us if you are on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body e.g. The General Teaching Council.

Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.

Failure to disclose any information required of you may result in your application being rejected, disciplinary action or dismissal. Do you have any criminal record information to disclose?

No Yes

Are you currently involved in any police investigation?

No Yes

If Yes, please give details below including the nature of the offence/alleged offence, date and full name at the time of the offence.

If you are a foreign national or a UK resident who has lived or worked abroad you must obtain a Certificate of Good Repute from that country(ies) Embassy in the UK.

CONVICTIONS

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PROSECUTIONS PENDING

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DISQUALIFICATION ORDER

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GOVERNMENT DEPARTMENT LISTS including DCSF List 99 (formerly DfES/DfEE), Department of Health (DoH) Protection of Children Act List (PaCA), or Department of Health (DoH) Protection of Vulnerable Adults (PoVA)

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Retired Teachers

Under the Teachers Pensions Regulations those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again.

Where did you see this vacancy advertised?

(Please be specific e.g. TES / Lincolnshire County Council website / Netlinc website / LincLine / Lincolnshire Free Press / Spalding Guardian / JobCentre Plus / word of mouth):

Declaration

1. The information I have given on this form is true and accurate to the best of my knowledge.
2. I have read, or had explained to me, and understand the questions on this form.
3. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
4. I understand that evidence of my qualifications will be required during the selection interview process.
5. I understand that satisfactory references, DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signed Date

If submitting this form via email you are declaring that the information stated is true and accurate. You will be asked to sign this form if you are invited to an interview.

All information provided on this form will be dealt with in accordance with Data Protection Act 2018 (GDPR).

Please note that Spalding Grammar School reserves the right to interview and appoint to any position in advance of the published closing date.



SPALDING GRAMMAR SCHOOL

Recruitment Monitoring

Spalding Grammar School is committed to achieving fairness and equality in employment as contained within the School's Equality and Diversity Policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form you will be supporting the School in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This page will be detached from your application form, stored securely and confidentially and will not be taken into account when making the appointment.

Surname:	Title (optional):	First Name(s):
Nationality:	Date of Birth:	
Are you: Male <input type="checkbox"/> Female <input type="checkbox"/>		
Post Applied for:	Post Ref No:	
Location:	Full time/Part time:	

What is your ethnic group?

Choose ONE section from A to F, then tick the appropriate box to indicate your cultural background.

<p>a) White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White background, please specify: _____</p> <p>b) Mixed</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other Mixed background, please specify: _____</p> <p>c) Asian, Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian background, please specify: _____</p>	<p>d) Black, Black British</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background, please specify: _____</p> <p>e) Chinese, Chinese British</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other Chinese background, please specify: _____</p> <p>f) Gypsy/Traveller</p> <p><input type="checkbox"/> Romany Gypsy</p> <p><input type="checkbox"/> Irish Traveller</p> <p><input type="checkbox"/> Any other Traveller background, please specify: _____</p>
<input type="checkbox"/> I prefer not to disclose	

To which age band do you belong?	16-19 <input type="checkbox"/>	20-24 <input type="checkbox"/>	25-29 <input type="checkbox"/>	30-34 <input type="checkbox"/>	35-39 <input type="checkbox"/>	40-44 <input type="checkbox"/>	45-49 <input type="checkbox"/>	50-54 <input type="checkbox"/>	55-59 <input type="checkbox"/>	60+ <input type="checkbox"/>
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The Disability Discrimination Act 1995

A disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last twelve months, or is likely to last for the rest of a person's life.

Do you consider yourself to have a disability? Yes No I prefer not to disclose

Religion/Belief

Christian (all denominations) Buddhist Hindu Jewish Muslim Sikh
None Other, please specify: _____ I prefer not to disclose