



The Robert Carre Trust



APPLICATION FOR TEACHING STAFF An Equal Opportunity Employer

Please check whether additional information is required for your application.

Please use **BLACK INK** or type. Please complete each section on this form, rather than referring to a separate CV.

Post applied for
Grade or scale

Surname			
Forename(s)			
Previous Name(s) known by			
Mr/Mrs/Miss/Ms			
Home Address including Postcode			
Telephone No		Email	
Mobile No		National Insurance No	

Present Teaching Post (if applicable)			
Present Post (title)			
Full time/Part time			
Grade or Scale			
Effective Date			
Name of School			
Address			
Telephone No			
Number on roll		Type of School	

Age Range		Age range taught	
Single sex/mixed			
Date appointed to present post			
Name of Education Authority or Private Institution			

Teaching Qualifications	
Teaching Qualifications (Cert Ed, BEd, PGCE)	
Date qualification(s) awarded (month and year)	
Type of Teacher Training (Secondary, Junior, Infants)	
Date of completion of probation	
DfE Ref No	

Education and Training					
Names of Secondary Schools	Dates		Qualifications Gained		
	From	To	Subject	Level/Grade	Date

Other qualifications (please provide details)						
Names of Colleges/Universities	Dates		Full or P/T	Qualifications Gained		
	From	To		Title and Subject	Class/Grade	Date

Documentary evidence of relevant qualifications/memberships must be presented at interview. These **must** be originals.

Courses attended over last three years:			
Title	Organising Body	Date (Month and Year)	Duration

Previous Teaching Posts Held <i>(please list in chronological order and be explicit about the type of school at time the post held)</i>						
Name of Education Authority and Division or Area	Name of School Type of School and whether Single Sex	Approx Number On Roll	Post Title Grade or Scale Full or Part-time	Age Range Taught	Dates (Month/Year)	
					From	To

Non-teaching Employment (please give details, including dates, of other employment or occupation. Please also give reasons and duration for any gaps when you have not been in employment.	
Date(s)	Occupation

Have you ever been the subject of formal disciplinary proceedings? Yes/No (delete as appropriate)
 If yes, further details may be required from you

Criminal Offences	
Have you ever been convicted of a criminal offence or are you at present the subject of criminal charges?	YES/NO
If yes, please supply details	
<p>The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The amendments to the Exception Order provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Further guidance can be found at: https://www.gov.uk/government/collections/dbs-filtering-guidance.</p> <p>You will be required to disclose, when shortlisted for an interview, all information about any convictions in a Court of Law or any cautions that are not protected so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the Trust and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the police you are obliged to notify the Executive Headteacher/Head of School immediately. Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence.</p> <p>We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all our staff and volunteers to share this commitment.</p>	

Asylum and Immigration Act 1996		
Can you provide evidence of your legal right to work in the UK?	Yes	No
(You will be required to produce this documentation at interview)		
<p>If you are a foreign national and are successful at interview, you will be required to obtain a 'Certificate of Good Conduct' from your embassy in the UK. This also applies if you are a UK national but have lived or worked abroad for a period greater than 3 months.</p>		

Referees (please give details of two referees. If you are, or have been recently employed, one must be your current or last employer. If your current or last employment was within a school, one referee must be the Headteacher). Friends and relatives are not acceptable referees.

References will be taken up after shortlisting and before interview. Please also be aware that we may also check your social media footprint as part of the selection process.

Name _____	Name _____
Address _____	Address _____
_____	_____
_____	_____
Tel No _____	Tel No _____
Relationship _____	Relationship _____
Email _____	Email _____

Do you have any family or close relationship to existing employees or governors, or known contractors/suppliers to the school? Yes ☐ No ☐

If 'Yes', please give details: _____

Reasonable adjustments for a disability

If you are disabled, please give details below of how we can ensure that you are offered a fair selection and interview process. Alternatively, please feel free to contact the Headteacher's PA to discuss any requirements.

Health/medical details

Successful candidates will be required to complete a confidential medical questionnaire and may be required to discuss any concerns with our Occupational Health Nurse Practitioner before employment is confirmed.

Publication in which the advertisement was seen:

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 all 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

This form, when completed, should be returned to:

The Head of School
Kesteven and Sleaford High School
Jermyn Street
Sleaford
NG34 7RS

The school reserves the right to reject any applicant without calling the candidate to interview or to reject any candidate after interview.

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