



Application Form

Teaching & School Leadership Posts

Confidential

Information for Applicants:

Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Frimley school respect your right to privacy and are committed to being transparent about how data is collected and used, in line with the General Data Protection Regulation (2018). Please read the Privacy Notice found on the school website, to understand how we follow the regulation and protect applicants from privacy and data breaches.

Please return your completed form to:

The School Business Manager

admin@frimley.surrey.sch.uk

01252 835440

The deadline for receipt of completed applications is:

Details of Post Applied For:

Name of School

Frimley Church of England School (The Prospect Trust)

Position Applied For

Please confirm the date you would be able to start work, if successful

Personal Details:

Title		First Names	
Surname			If you have previously been known by another name, please specify:
Address			
Contact Details	Please only include contact numbers or email addresses that you are happy for us to use.		
	Daytime Contact Number:		
	Evening Contact Number:		
	Mobile (if different):		

	Email Address:		
National Insurance Number			
DfE Registration Number			
Do you hold Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status?	YES	NO	If yes, please confirm below whether you hold QTS or QTLS and the date it was awarded:
Do you currently have the right to work in the UK?	YES	NO	If no, please specify your circumstances below:

Education and Qualifications:			
Please also include any relevant professional qualifications.			
Name of Institution (e.g. School, College or University)	Dates Attended		Courses/Subjects Taken and Examinations Results or Award
	From (month/year)	To (month/year)	

Membership of Professional Bodies:		
Please give details of any relevant professional bodies to which you belong.		
Name of professional body	Membership Status	Date Membership Commenced

Professional Development:

Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (month/year)	To (month/year)	

Details of Present or Most Recent Teaching Appointment:

Post Held					
Responsibilities Held (If Applicable)					
Dates Employed From and To (month/year)					
School Name and Address					
Number on Roll		Age Range		Boys/Girls/Mixed	
Name of Local Authority (If Applicable)				Type of School (Community, Aided, Independent etc)	
Salary Details	Scale, e.g. Main Scale:			Salary Point:	
	Alternatively, please quote annual salary if you are not on national pay scales (if part-time, specify the FTE):				£
	Additional allowances (state type and annual value):				
	Total annual salary (if you are part-time, specify FTE):			£	
Reason for Leaving					

Previous Teaching Appointments:

Please give details of **all previous teaching appointments** you have undertaken, starting with the most recent. Details of employment undertaken outside of teaching, and any other gaps in employment, should be recorded on pages 5-6. Please use a continuation sheet if necessary.

School/College/Employer Details		Post Details	Dates Employed and Reason for Leaving
1.	School Name:	Title of Post:	From (month/year):
			To (month/year):
	Type of School and NOR (approx.):	Responsibilities Held (if applicable):	Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	
2.	School Name:	Title of Post:	From (month/year):
			To (month/year):
	Type of School and NOR (approx.):	Responsibilities Held (if applicable):	Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	
3.	School Name:	Title of Post:	From (month/year):
			To (month/year):
	Type of School and NOR (approx.):	Responsibilities Held (if applicable):	Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	

School/College/Employer Details		Post Details	Dates Employed and Reason for Leaving
4.	School Name:	Title of Post:	From (month/year):
			To (month/year):
	Type of School and NOR (approx.):	Responsibilities Held (if applicable):	
			Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	

Other Employment:

Please give details of any **other periods of employment** you have undertaken which you have not included on page 4, starting with the most recent. Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

Employer's Name and Address	Dates Employed (month/year)	Position Held	Salary and Benefits	Reason for Leaving

Periods When Not Working:

Please give details below of any voluntary work you have not detailed elsewhere in your employment history, or reasons for other periods of time when you have not been employed since leaving secondary education.

Date From (month/year)	Date To (month/year)	Reason

Statement of Application:

You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application;
- Details of any relevant interests or activities.

Referees:

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer. If you are a Newly Qualified Teacher, one referee **must** be your college tutor.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. If you are a serving (or ex) Headteacher or Principal, your referee should be the Chair of the Governing Body.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as referees.
- **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

Referee 1		Referee 2	
Name		Name	
Occupation		Occupation	
Address		Address	
Tel. Number		Tel. Number	
Fax Number		Fax Number	
Email Address		Email Address	
In what capacity do you know the referee?		In what capacity do you know the referee?	

Reasonable Adjustments to the Shortlisting Process:

The School welcomes applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

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Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities.

Declarations:

The Trust has an uncompromising commitment to the safeguarding of our students.

We will apply for an Enhanced Disclosure from the Disclosure and Barring Service prior to appointment for posts that involve working with children.

Further information can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. A past conviction will not necessarily be a bar to obtaining a position but failure to disclose this information could result in dismissal

Please answer the following questions:

Please answer YES or NO below:

Have you **ever** received a conviction, caution or bind-over?

Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, Teaching Agency)?

It is a criminal offence for barred individuals to seek, or to undertake, work with children.

If you have answered 'YES' to either of the above questions, please provide **further details on a separate sheet in a sealed envelope marked 'CONFIDENTIAL'**.

Declaration of Relationships:

Please answer YES or NO below:

Are you related to, or have a close personal relationship with, any elected member or senior officer of The Prospect Trust or a member of staff or governor of the appointing school?

If yes, please provide below his/her name and role, and state your relationship:

Overseas Declaration

Please answer YES or NO below:

Have you lived or worked outside of the UK, including voluntary work?

If yes, please provide below details of the dates, countries where you lived or worked and describe the employment or reason for being abroad.

We may be required to obtain overseas criminal record checks and / or a letter of professional standing from a professional regulating authority in the country where you have worked.

GDPR

As part of any recruitment process, The Prospect Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please read the attached Applicant Privacy notice which details how the Trust collects and processes your data.

I certify that the information provided on this form is correct to the best of my knowledge, and that all the questions related to me have been accurately and fully answered. I understand that the provision of false or misleading statements, and/or withholding material information, may result in disciplinary action being taken against me and this could lead to my dismissal from employment. If offered a post I undertake to provide original certificates for the qualifications I have claimed and I give consent for Trust to contact external institutions to seek confirmation of results

Signature of Applicant		Date	
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If you are submitting your application electronically, please type your name in the signature box to confirm acceptance of the declaration above.