

Glebe School

Hawes Lane, West Wickham, BR4 9AE

Headteacher: Mr I Travis

Telephone: 020 8777 4540

Email: recruitment@glebe.bromley.sch.uk



Application Form for Teaching Appointments

Post: Head of Maths

1. Personal details (BLOCK CAPITALS)

Title:	Surname:	Forename(s):
Previous surname if relevant:		Date of Birth:
Address:		
Town or City:		Post code:
Tel No. (home):		Tel No. (mobile):
Email:		
Are you recognised by the DfE as a qualified teacher in the UK?	YES / NO	
If yes, please give date of recognition (month, year)		
DfE Teacher Number:		
Have you successfully completed a period of probation/statutory induction as a qualified teacher in the UK as required by the DfE?	YES / NO	
If yes, please give date of completion (month, year)		
Teaching experience (years):		

2. Right to work in the U.K.

All shortlisted candidates will be required to evidence their right to work in the UK at interview stage.

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	YES / NO
If yes, please provide details:	
If you are successful in your application, would you require a work permit prior to taking up employment?	YES / NO

3. Teacher training – please give details

Name of teacher training institution:	
From (month, year):	To (month, year):
Age range you are trained to teach:	
Qualification obtained:	
Subject you are trained to teach:	
Additional subjects which you are able to teach:	
Additional languages spoken:	

4. Other education, qualifications and training (excluding initial teacher training)

School, College or University <i>(give address)</i>	Dates attended	Title and subjects	Certificate/Qualifications Grade/Class <i>(Please specify)</i>

5. Current or most recent post (including initial teacher training placement)

Full name and address of employer:	
Type of School:	Number of students:
Local Education Authority:	
Position held:	
Scale/grade/MPS:	Full-time/Part time:
Dates from/to:	
Present salary (give details of special allowances):	
Reason for leaving:	
Are you leaving/did you leave this job voluntarily?	

5. Previous teaching/employment experience

Please account for and provide full details for all gaps in employment history.

Please start with most recent and continue on a separate sheet if necessary. **Please detail months and years.**

Name and address of employer	From (mm/yy):	To (mm/yy):	Post held	Salary/Scale on leaving	Reason for leaving (voluntary or not?)

6. Your supporting statement

As part of your application you are requested to set out relevant information in support of your application. Use this section to set out your reasons for applying for this post and show how your qualifications, experience, skill and qualities support your application. Please reference the person specification and job description. (Continue on separate sheets as required)

7. References

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of two referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you are currently employed in an educational setting, one reference must be from the Headteacher/Principal. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees

If you are shortlisted and invited to an interview, referees will be contacted and references obtained prior to interview in line with current statutory guidance.

Referee:	Referee:
Position:	Position:
Employer/School name:	Employer/School name:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
E-mail:	E-mail:
Relationship:	Relationship:
Period known (years):	Period known (years):

8. Additional Information

Superannuation

Do you contribute to the Teachers' Pension Scheme?	YES / NO
Or other superannuation (give name):	
If part-time, have you made a positive election to join the Teachers' Pension Scheme?	YES / NO

Disability

If you are disabled and believe that you may require adjustments to this application process, please give details below of how we can ensure that you are offered a fair selection, if you would prefer, please contact the recruitment team to discuss any requirements. Please note that if you believe adjustments would only be required for a later stage of the process (such as at interview stage), you are not required to provide information on this form.

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Disclosure of relationship

Are you related to, or have you a close personal relationship with any member of staff, or member of the governing board of the Specialist Learning Trust or Glebe School.	YES / NO
If yes, please provide details:	

10. Protection of children

The school 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, including a Barred List check, 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 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for an interview you will be required to disclose to us information about any:

- adult cautions (simple or conditional);
- **unspent** conditional cautions;
- **unspent** convictions in a Court of Law; and
- spent convictions that are **not protected** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020,

so that a police check can be carried out if you are offered an appointment.

If you are subsequently employed by the school and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the school. During the course of your employment with the school, should you be arrested by the police, you are obliged to notify the headteacher of this immediately (even if de-arrested or all charges dropped.) Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applied.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

11. Data Protection

Under the terms of the Data Protection Act 1998, the information you provide on this form will only be used by the Academy Trust for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personal management purposes.

For any position that you apply for, if unsuccessful, this information may be retained on file for 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud, or shared with other bodies administering public funds solely for this purpose.

12. To be signed by all applicants

I confirm that, to the best of my knowledge, the information contained on this form is true and correct. I am in possession of the certificates which I claim to hold, and understand that willful falsification may result in disciplinary action leading to dismissal if I am appointed. I understand that any offer of employment will be subject to satisfactory medical and other character checks as described above.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the school.

Signed: _____ Date: _____

13. Recruitment monitoring

The Trust is committed to Equal Opportunities. The aim of its policy is to ensure that no job applicant or employee is treated unfairly on the grounds of age, colour, national origins, nationality, race, disability, family commitments, gender, marital status, membership or otherwise of a trade union, religion or sexual orientation.

Without accurate data on the composition of our workforce and on job applicants we are unable to monitor the effectiveness of our policies and procedures. Therefore, we ask for your co-operation in completing the monitoring section of this form. This information will be used for statistical purposes only and will not be reproduced in a way that enables individuals to be identified. All information supplied by applicants is treated in the strictest confidence.

Job applied for: _____

Surname: _____ First name: _____

Gender: Male / Female / non-Binary/ Other/ Prefer not to say

Ethnic group

Asian or Asian British		Black or Black British	
<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	African
<input type="checkbox"/>	Indian	<input type="checkbox"/>	Caribbean
<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Black other (<i>please write in</i>)
<input type="checkbox"/>	Asian Other (<i>please write in</i>)		

Mixed		White	
<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	British (English, Welsh, Scottish)
<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	Irish
<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	European
<input type="checkbox"/>	Mixed other (<i>please write in</i>)	<input type="checkbox"/>	White Other

Chinese or other ethnic group		Prefer not to say	
<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Please tick
<input type="checkbox"/>	Other (<i>please write in</i>)		

Disability

The Equality Act 2010 defines a disability as ‘a physical or mental impairment, which has a substantial and long-term adverse effect of a person’s ability to carry out normal day to day activities’. An effect is long-term if it has lasted, or is likely to last, more than 12 months.

- I do consider myself to have a disability
- I do not consider myself to have a disability
- I used to have a disability but have now recovered
- Don't know
- Prefer not to say

14. Media monitoring

Please indicate how you became aware of the post by ticking the appropriate box

- Bromley website
- Other Local Authority website (*please specify*_____)
- Glebe School website
- Twitter
- National Newspaper
- Times Educational Supplement (TES) paper or website
- Internal vacancy list
- Word of mouth
- Other (*please specify*_____)