



# NONSUCH HIGH SCHOOL FOR GIRLS

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## CONFIDENTIAL

### APPLICATION FOR APPOINTMENT TO THE TEACHING STAFF

<b>POST APPLIED FOR:</b>					
<b><u>PERSONAL DETAILS</u></b>					
Surname		Forenames			
Previous Surnames			Mr/Mrs/Ms/Dr		
Present Address		Home Tel No			
		Business Tel No			
		Email Address			
		Mobile Tel No			
		DfEE Reference No			
		National Insurance No			
For non-EU nationals: Do you hold a valid Work Permit?					
<b>EDUCATION AND TRAINING</b>					
Secondary School/College/Polytechnic/University	Dates		Examinations taken or to be taken. Subjects	Grades Attained	Year taken/to be taken
	From	To			
			'O' Level/CSE or equivalent		
			'A' Level or equivalent		
			Degree, Diploma, Certificates		



**STATEMENT OF SUITABILITY**

State briefly the reasons for which you consider that your experience, qualifications, ability render you suitable for the appointment for which you have applied.

**ALL APPLICANTS ARE REQUIRED TO COMPLETE THE *DISCLOSURE CHECK CONSENT FORM* AND THE *RACE/ETHNIC ORIGIN FORM* AND RETURN THEM WITH THIS APPLICATION FORM.**

**THIS SCHOOL IS COMMITTED TO SAFEGUARDING AND PROTECTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.**

**PLEASE STATE WHERE YOU SAW THE ADVERTISEMENT FOR THE POST**

TES / ETEACH / LOCAL GUARDIAN / NONSUCH WEBSITE / OTHER (PLEASE STATE .....)

**REFEREES**

Please give the names and addresses of two persons willing to give you a reference including your present or last employer, if you are in or have recently completed full time education, one referee should be from your school/college.

Name		Name	
Address		Address	
Post Code	Tel No	Post Code	Tel No
	Fax No		Fax No
Email:		Email:	
Occupation		Occupation	

**REFERENCES ARE REQUIRED PRIOR TO INTERVIEWS. UNLESS YOU ADVISE US OTHERWISE WE WILL CONTACT BOTH OF THE ABOVE REFEREES IF YOU ARE SHORTLISTED FOR INTERVIEW.**

I declare that the information given on this form is correct to the best of my knowledge and belief.

I understand that any false statements on this form will justify dismissal from the School's service.

Signature

Date

**FOR SCHOOL USE ONLY**

Interview Notes

Interviewed by

Date:

**NONSUCH HIGH SCHOOL FOR GIRLS**

**DISCLOSURE CHECK CONSENT FORM**

The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974.

If you are selected for interview you will be asked at interview if you have any criminal convictions and you will be given an opportunity to discuss the matter at this stage.

Should you be offered the job, the employer is also entitled, under arrangements introduced for the protection of children, to check for the existence of and details of any criminal convictions or pending prosecutions you may have, even if they would otherwise be regarded as "spent" under this Act, and any cautions and bind-overs.

This process is called disclosure. You will be asked to complete a separate disclosure application form which is forwarded to the Criminal Records Bureau for checking. Once complete they will send your employer details of any criminal record. As part of the disclosure process you will receive a copy of the completed check direct from the Criminal Records Bureau.

A disclosure check will not be made without your consent, although you should be aware that refusal to give your consent could result in an offer of appointment being withdrawn.

The disclosure of a criminal record, or other information, will not debar you from appointment unless the employer considers that it makes you unsuitable for appointment. In making this decision the employer will consider the nature of the offence, how long ago, what age you were when it was committed and any other factors which may be relevant.

Information revealed in the disclosure check will be kept in strict confidence and will be destroyed immediately the recruitment process is completed.

Please complete and sign below:

- I have made an application for employment and I understand that this work is subject to a disclosure check.
- This has been explained to me and I am aware that all convictions including spent convictions will be disclosed.
- I hereby give consent to a disclosure check being made

Surname .....

Forenames .....

Signature .....

Date .....

**MONITORING INFORMATION –ETHNICITY**

Please indicate your ethnic origin from the list below.

Surname	Forename
Gender	Male/Female (delete as necessary)

		Please tick
<b>WHITE</b>		
	British	
	Irish	
	Any other White background	
<b>MIXED</b>		
	White & Black Caribbean	
	White & Black African	
	White & Asian	
	Any other Mixed background	
<b>ASIAN OR ASIAN BRITISH</b>		
	Indian	
	Pakistani	
	Bangladeshi	
	Any other Asian background	
<b>BLACK OR BLACK BRITISH</b>		
	Caribbean	
	African	
	Any other Black background	
<b>CHINESE</b>	Chinese	
<b>ANY OTHER ETHNIC BACKGROUND</b>		
	I do not wish an ethnic background category to be recorded	

**DISABILITY**Are you disabled? YES  NO 

If yes, what access arrangements, adjustments or adaptations would help you to do this job?

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If you are asked to attend for interview, are there any access arrangements, adjustments or adaptations you would like us to provide?

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