

Please follow the instructions in the accompanying details of the post applied for and return all completed papers to:

Mr A Wheatley (Head Teacher)

admin@heddon-school.co.uk

# **APPLICATION FOR APPOINTMENT TO THE STAFF OF THE SCHOOL**

**(Please complete all sections as appropriate)**



1. Post applied for: Salary/Grade:
2. Surname(s): Other Names:
3. Former Surname(s): Mr/Mrs/Miss/Ms/Dr
4. Address:
5. Date of Birth: Place of Birth:
6. Telephone number (Home/Mobile):

1. Email:
2. Present Employment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title and Type of Job** | **Full**  **or**  **P/T** | **Employer and address** | **Dates** | | | |  |
| **From** | | **To** | |  |
| **M** | **Y** | **M** | **Y** |  |
|  |  |  |  |  |  |  | |
| **National Insurance Number:** | | | | | | | |
| **DfE Teacher Number:** | | | | | | | |
| **How many days’ absences, through ill health, have you had in the last 2 years?:** | | | | | | | |
| Present Salary £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per annum Grade/ Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |

1. Previous Employment Experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Job/Grade etc** | **Employer** | **Dates** | | | |
| **From** | | **To** | |
| **M** | **Y** | **M** | **Y** |
|  |  |  |  |  |  |
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1. **Education: Secondary Schools, Colleges, Universities attended**

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| --- | --- | --- | --- | --- | --- |
| **Institution** | **Address** | **Dates** | | | |
| **From** | | **To** | |
| **M** | **Y** | **M** | **Y** |
|  |  |  |  |  |  |
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1. **Courses Started, Examination(s) taken, Qualifications gained**

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| --- | --- | --- |
| **Qualifications**  **(GCSE, A Level, Certificates, Diploma, Degrees etc)** | **Subjects/Area of Study and Grades** | **Date Awarded** |
|  |  |  |

1. **Recent professional development/learning/training attended**

|  |  |  |
| --- | --- | --- |
| **Nature of Training** | **Provider** | **Date** |
|  |  |  |

1. How much notice do you need to give in your present employment?:
2. **REHABILITATION OF OFFENDERS ACT, 1974**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitations of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act, 1974 (Exemption) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. Please give details of any convictions below.

1. **PROTECTION OF CHILDREN - DISCLOSURE OF CRIMINAL RECORD:**

You will be requested to undergo a check from the Disclosure and Barring Service.

**HEALTH AND WELLBEING**

1. If you have a disability, or require adjustments to accommodate a disability, please let us know here.

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1. Names and addresses of two persons having knowledge of the candidate’s work to whom reference may be made. **One of these should be your present Headteacher/ Employer if you are currently working in a school setting or your college tutor if you are applying for a first appointment.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name and Address** | **Position Held** | **Contact**  **Numbers** |
| **1** |  |  | **Work:** |
| **Email:** | **Mobile:** |
| **2** |  |  | **Work:** |
| **Email:** | **Mobile:** |

**Where did you hear about this vacancy? (Please tick all that apply)**

|  |  |
| --- | --- |
| **TES** |  |
| **Schools North East Jobs Board** |  |
| **School website** |  |
| **Twitter** |  |
| **Word of mouth** |  |
| **Other (please specify)** |  |

Candidate’s Signature: Date:

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| --- |
| **ADDITIONAL NOTES**   * Canvassing member of the selection panel directly or indirectly shall be a disqualification from consideration * If you are not notified within 7 days of the closing date for applications you may presume that you have not been selected for interview. * False or misleading information may lead to a candidate's disqualification |

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| **DATA PROTECTION**   * The personal information (data) collected on this form, and on the attachments, (which includes the collection of sensitive personal data) is collected for the purpose of recruitment, personal administration (for new employees) and monitoring. * Application forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. * Pele Trust will protect and keep secure, all personal data collected. * All personal data is processed for the purpose of recruitment, and, in the case of successful applications, for the satisfactory administration of their employment, and for no other purpose.   **EQUALITY OF OPPORTUNITY**   * Pele Trust’s equal opportunities policy covers all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their age, gender, ethnic origin, nationality, colour, religion, marital status, sexual orientation, disability, or offending background. |

*Ponteland High School is part of Pele Trust . Registered address: Callerton Lane, Ponteland, Newcastle upon Tyne NE20 9EY.*

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