



Guidance for completing Teaching application form

'Droitwich Spa High School & Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'.

"If you would like to visit us we would be pleased to show you the school at work. Many have found that this first-hand experience enables them to sense the warmth and professionalism which Droitwich Spa High School regards as its hallmark." Jon Brook, Headteacher

Please read this document carefully, it is designed to help you to ensure you provide all the relevant/required information in support of your application.

1. Personal Details

- a. To ensure we are able to undertake all necessary safeguarding checks we need details of former surnames.
If you are appointed we may need proof of name changes e.g. Marriage certificate, confirmation of name change by deed poll etc.
- b. National insurance number is essential as proof of right to work in UK. You will be required to provide proof of your right to work in the UK should you appointed (usually a current valid passport)
- c. DFE No is your teacher number

2. Present or most Recent Employment /Work Experience

- a. This **must** be your current or most recent employer/work experience

3. a) Education, Training and Employment history

- a. This provides us with information that may be relevant to your application in terms of experience and relevant qualifications. Please provide as much comprehensive information as you can, for example, starting and leaving dates should at least a month and year (not just a year).
- b. It is essential for safeguarding purposes that you provide us with full information regarding your history. There must be **no gaps that are not accounted for**. For example if you left an employer in March and joined a new employer in September we need a statement as to your movements in the interim.

3b) If you feel that you have undertaken anything that may be relevant to the post you are applying for please add this here

3c) membership of professional bodies

4. References

- a. One reference **MUST** be from your current or most recent employer **PLEASE NOTE IF YOU ARE EMPLOYED CURRENTLY IN A SCHOOL THIS MUST BE EITHER FROM THE HEADTEACHER OR ENDORSED BY THE HEADTEACHER**
- b. Ideally we would want to see references covering the last 5 years of employment and accordingly if you need to give us more than 2 referees please provide their details on a separate sheet of paper and return this with your application.



5. Supporting Statement

This is your opportunity to tell us why we should interview you.

6. Health

If you are offered a post you will be asked to complete a Health Questionnaire

7. Disability

Please let us know if you will need any particular arrangements to be made for an interview

8. Relationships

It is a requirement that you declare any relevant relationship, failure to do so may require further investigation and may result in an offer of employment being withdrawn.

9. Pension

We require this information in the event of a successful interview and appointment this information is required by Teachers Pensions on a Certificate of Reemployment

10. Data Protection Statement

As required by the General Data Protection Regulations, this enables you to check what the school does with information you provide

11. Rehabilitation of Offenders Act 1974

If you are shortlisted for interview, you will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed

12. Declaration

Please note an original signature is required at this stage, if you return the form electronically you will be asked to counter sign the form as confirmation that the contents are accurate later in the process.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

13. Equal Opportunities Monitoring Information

To enable us to ensure we meet our commitment to be an equal opportunity employer, we would ask all applicants to complete the following information form and would assure all applicants that any information supplied will be treated as completely confidential and will be used for monitoring purposes only. This information will be detached from the application form on receipt and will not be considered during the selection process