



The Radclyffe School

“Working Together for Excellence”

## TEACHING APPLICATION FORM

**JOB TITLE**

### APPLICANT DETAILS

Title: Miss/Ms/Mrs/Mr/Dr/Other (please state)

First Name(s):

Last Name/ Family Name:

Previous Name (s):

Date of Birth:

Address:

Postcode:

Contact Telephone Number(s):

Email address:

National Insurance Number:

DCSF/ TRN Number:

Are you a member of Teachers' Pensions ?

YES / NO

Are you eligible to work in the UK ?

YES / NO (Evidence will be requested at interview)

GTCE Registration Details  
([www.gtce.org.uk](http://www.gtce.org.uk)):

Registration Number :  
Expiry of registration :

(Evidence will be requested at interview)



**EMPLOYMENT AS A TEACHER****CURRENT OR MOST RECENT TEACHING POST**

Name of School:	
Job Title:	
Salary:	
Date appointed:	
Date of leaving (if applicable):	
Date first went through threshold (if applicable):	
Age range taught:	
Status/Curriculum Responsibilities/Subject and brief details of duties and responsibilities:	
Date available for appointment:	
Reason for leaving:	

**PREVIOUS EMPLOYMENT AS A TEACHER**

Please list all teaching jobs held in chronological date order. There should be no gaps in your employment and education history – please explain any apparent gaps (in the box \* below).

<b>School &amp; Age Range</b>	<b>Job Title and Salary</b>	<b>Date Appointed (dd/mm/yy)</b>	<b>Date of Leaving</b>	<b>Reason for Leaving</b>	<b>Curriculum / Responsibilities / Subjects</b>

<b>OTHER EMPLOYMENT</b>					
<b>Job Title</b>	<b>Name and Address of Employer</b>	<b>Contact details (email/ telephone)</b>	<b>Date Appointed (dd/mm/yy)</b>	<b>Date of Leaving</b>	<b>Reason for Leaving</b>

<b>ACCOUNTING FOR ANY GAPS *</b>		
<b>Date (from)</b>	<b>Date (to)</b>	<b>Reason</b>

<b>OTHER APPLICANT DETAILS</b>
Have you ever been dismissed from any employment for any reasons other than redundancy? <b>YES / NO</b> If yes, please give details, including dates, reasons and employer:
You must not canvass governors or employees of The Radclyffe School in order to further your application or give you an unfair advantage.
Are you related to a governor or employee of The Radclyffe School? <b>YES / NO</b> If yes, please provide details:

<b>REFERENCES</b>		
One of your referees must be from your current or the most recent school you have worked. Referees must be able to comment on your suitability for the job you have applied for. References will not be accepted from relatives or persons who only know you as a friend. References will be sought prior to interview. Only those with references satisfactory to the school will be appointed.		
<b>Details</b>	<b>Current/Most Recent Employer</b>	<b>Previous Employer</b>
Referee Name:		
Job Title:		
Address:		
Postcode:		
Tel Contact No:		
Email Address:		
How do you know this person?		

**SUPPORTING INFORMATION**

We shortlist applicants for interview on the basis of the information provided in their application form. Please use the space below (the box will expand as you type, or you may add additional sheets if hand written) to provide details of your skills, knowledge and experience that demonstrate you meet **all** the requirements of the person specification provided for the post you are applying for. Remember to give specific examples of your experience and responsibilities. You should aim to keep your supporting statement to a maximum of two sides of A4. Please ensure your last/family name is written at the top of any additional hand written sheets.

**DECLARATION**

Please read the declaration below and then sign / type your name to confirm that the information you have supplied is complete and truthful and that you agree to the information being processed by The Radclyffe School for the purposes of recruitment (including verification checks), monitoring and (if appropriate) subsequent employment.

**I certify that to the best of my knowledge that all the information I have given is correct. I understand that my application may be rejected or, in the event of being appointed, I may be dismissed without notice for withholding or giving false information. I also give my permission for the processing of data contained or referred to in this application in accordance with data protection legislation. I also understand that any subsequent employment will be subject to the receipt of references and a criminal records check satisfactory to The Radclyffe School.**

Name :

Date:

**REHABILITATION OF OFFENDERS**

This post involves working with children and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must therefore disclose details of cautions, bind overs, reprimands, final warnings and convictions, including 'spent' convictions. Any failure to disclose such information could result in disciplinary action /dismissal. Please note that a criminal record will not necessarily be a bar to obtaining a position.

Have you at any time received, or do you have pending, a caution, bind over, reprimand, warning or conviction?

**YES / NO**

If **YES**, please state:

<b>Status of Offence (e.g. conviction, caution etc)</b>	<b>Nature of Offence</b>	<b>Date of Offence</b>	<b>Sentence/Disposal</b>

**DISABILITY**

The Equality Act 2010 says that you may be disabled if you have a substantial physical or mental impairment that affects your ability to carry out day to day activities and which has lasted, or is likely to last more than 12 months. The Radclyffe School has made a commitment to improve employment opportunities for people with disabilities and if you meet the essential requirements of the person specification for the post, you are guaranteed an interview.

Do you consider yourself to be disabled?

**YES / NO**

If YES, what is the nature of your disability and what adjustments (if any) might be required for you to do the job you have applied for?

Are there any arrangements we can make to assist you if you are invited for interview / assessment?

**EQUALITY MONITORING**

In order that we may monitor the effectiveness and success of our recruitment process, please provide the information requested below (place an X in the relevant boxes). The information is confidential but will form part of the record of the successful candidate. Completion of the following information is optional but we appreciate a response.

My age is...		My sex is ...		My sexuality...		My religion/belief is...	
16-18		Male		Gay man		None	
19-24		Female		Lesbian		Buddhist	
25-39		Transgender		Straight/ heterosexual		Christian	
40-54		No answer		Bisexual		Hindu	
55-65				No answer		Jewish	
Over 65						Muslim	
No answer						Sikh	
						Other (please specify)	
						No answer	

My cultural ethnic origin is...					
<b>White</b>	British		<b>Dual Heritage</b>	White and Black Caribbean	
	Irish			White and Black African	
	Traveller of Irish Heritage			White and Indian	
	Gypsy /Roma			White and Pakistani	
	Polish			White and Bangladeshi	
	Other White European			Other mixed	
	Other White				
<b>Asian or Asian British</b>	Indian		<b>Black or Black British</b>	Caribbean	
	Pakistani			African	
	Bangladeshi			British	
	Kashmiri			Somali	
	Other Asian			Other black	
<b>Chinese or other</b>	Chinese				
	Other ethnic group				
	Unknown				
	No response				

*Thank you for completing this application form. We value your interest. Please return it to  
The Radclyffe School, Hunt Lane, Chadderton, Oldham OL9 0LS or by email to  
[admin@theradclyffeschool.co.uk](mailto:admin@theradclyffeschool.co.uk) by the specified closing date.*

*If you have not heard from us within three weeks of the closing date please assume that your  
application has been unsuccessful as we are unable to contact applicants who have not been  
shortlisted for interview.*