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**Internal use only**

**Ref . No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Diss High School**

**Employment Application Form: Teaching Staff**

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| **DATA PROTECTION NOTICE** |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations   You’ll find more information on how we use your personal data in our privacy notice for job applicants, available on our website (https://www.disshigh.norfolk.sch.uk/home/news-and-events/situations-vacant) |
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| **VACANCY INFORMATION** |
| Application for the post of:  Job Reference number (if stated):  What date are you available to begin a new post?  Where did you first hear about this job? |
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| **DISCLOSURE AND BARRING AND RECRUITMENT CHECKS** |
| Diss High School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check.  **It is an offence to seek employment in regulated activity if you are on a barred list.**  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Diss High School privacy notice.  **Do you have a DBS certificate?:** ☐ Yes ☐ No If yes, date of check:  If you’ve lived or worked outside of the UK in the last 5 years, Diss High School may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?:** ☐ Yes ☐ No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. |
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| **TIME SPENT WORKING OVERSEAS** |
| If you’ve lived and/or worked outside of the UK, Diss High School must make any further checks it considers appropriate (in addition to the usual pre-employment checks).  We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:   * The amount of information you disclose in the DBS check * The length of time you’ve spent in or out of the UK |

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| **RIGHT TO WORK IN THE UK** |
| Diss High School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested.  Find out more about how Diss High School recruits teachers from overseas [here](https://www.gov.uk/guidance/recruit-teachers-from-overseas). |
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| **POLICY LINKS** |
| The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Diss High School Whole School Safeguarding Policy is available on our website (<https://www.disshigh.norfolk.sch.uk/home/about-us/policies/>).  This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.  Other policies are available upon request:   * Recruitment of ex-offenders * Online checks for short-listed candidates |
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| **DECLARATION - SIGN AND DATE** |
| False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.  I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise individuals involved in the recruitment process to make any appropriate checks which may be necessary in relation to the job I have applied for.  I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.  I understand that the personal information I have provided as part of this application will enable the recruiting organisation to manage the recruitment process, assess my suitability for employment, decide whom to offer the job and keep a record of the process. I understand the personal information I have provided will be held on a computer or other relevant filing system and will be shared with other accredited organisations or agencies only in accordance with the General Data Protection Regulations. The organisation may also need to process data from job applications to respond to and defend against legal claims. I understand the recruitment monitoring data I have provided will be used to monitor, analyse and report on equalities and only used in assisting the employer to take action to prevent inequality.  I have read and understand the declarations above and give permission for Diss High School to process this application for employment:  Full Name (please print):  Sign: Date: |

1. Instructions

* Please complete all sections of this form, preferably by typing. Alternatively, you may print and complete using black ink.
* Applications will only be accepted if this form is completed in full.
* Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Checks may be carried out to verify the contents of your application form.
* Once completed, the form should be emailed to [office@disshigh.co.uk](mailto:office@disshigh.co.uk)

1. Personal details

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| **PERSONAL DETAILS** | |
| First name |  |
| Surname |  |
| Preferred title |  |
| Previous surnames |  |
| Preferred name |  |
| National Insurance Number |  |
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| **CONTACT DETAILS** | |
| Address |  |
| Postcode |  |
| Home phone |  |
| Mobile phone |  |
| Email address |  |
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| **DISABILITY AND ACCESSABILITY** | |
| Diss High School has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: | |
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| **TEACHING POSITIONS - RIGHT TO WORK IN THE UK** | |
| Do you have the right to work in the UK? Please state YES or NO  If yes, please state on what basis:  ☐ UK citizen ☐ EU settled status  ☐ Skilled worker visa ☐ Graduate visa  ☐ Youth mobility visa ☐ Other – please provide full details in the space below | |
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| **TIME SPENT LIVING &/or WORKING OVERSEAS** | |
| Have you spent time living and/or working outside of the UK? Please state YES or NO and if yes, please give details, including countries and relevant dates: | |

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| **RELATIONSHIP TO DISS HIGH SCHOOL** | | |
| Please list any personal relationships that exist between you and any of the following members of the Diss High School community:   * Governors/trustees * Staff * Pupils   If you have a relationship with a governor/trustee or employee, this does not necessarily prevent them from acting as a referee for you. | | |
| Name | Relationship | Role at Diss High School |
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1. Employment History

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| **CURRENT EMPLOYMENT DETAILS** | | | |
| Job title |  | | |
| Employer name |  | | |
| Employer address |  | | |
| Employer telephone |  | Employer email |  |
| Description of responsibilities |  | | |
| Date employed |  | Type of school |  |
| Age range taught |  | Number on roll |  |
| Full time or part time |  | Permanent or Temporary |  |
| Salary inc. allowances |  | Date available to begin new job |  |

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| **PREVIOUS EMPLOYMENT** | | | | |
| Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first | | | | |
| Job title | Employer name & address | Dates employed  (month/year) | Description of responsibilities | Reason for leaving |
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| **EMPLOYMENT GAPS** | | | |
| Please provide details of any employment gaps since leaving school and give the reasons for the gap. | | | |
| Start date | End date | Reason for employment gap |
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1. Education and training

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| **EDUCATION & QUALIFICATIONS** | | |
| Please provide details of your education from secondary school onwards.  You will be required to produce evidence of qualifications | | |
| Dates attended  (month/year) | Name and location of school/college/university | Qualifications (including grades, awarding body & date of award) |
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| **TRAINING & PROFESSIONAL DEVELOPMENT** | | | | |
| Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application details | | | | |
| Course date | Length of course | Course title | Qualification obtained | Course provider |
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| **TEACHER STATUS** | |
| Teacher reference number |  |
| Do you have QTS? |  |
| QTS certificate number (where applicable) |  |
| Date of qualification |  |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct? |  |
| Are you subject to a General Teaching Council sanction or restriction? |  |
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| **DRIVING LICENCE DETAILS** | |
| Do you have a valid driving licence? |  |

1. Letter of application

Please attach an accompanying letter explaining why you’re applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Please include your surname and the title of the post you’re applying for as the file name for the attachment.

1. References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee.

Diss High School reserves the right to seek any additional references we deem appropriate.

* Please let your referees know that you’ve listed them as a referee and to expect a request for a reference. **We may email requests for references upon receipt of your application. If you do NOT give permission for us to do so upon receipt of your application, please state clearly below:**

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| --- | --- | --- | --- | --- | --- |
| **NAME** | **RELATIONSHIP TO YOU** | **ADDRESS AND POSTCODE** | **CONTACT NUMBER** | **EMAIL ADDRESS** | **IS THIS YOUR CURRENT EMPLOYER?** |
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If either of your referees knows you by a different name, please state:

**Equalities monitoring**

We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

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| **What is your date of birth?**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** | |  |  |  |  |  |  |  |  | | |
| **What is your sex?**   |  |  | | --- | --- | | Male | Female | |  |  | | **What gender are you?**   |  |  |  |  | | --- | --- | --- | --- | | Male | Female | Other | Prefer not to say | |  |  |  |  | |
| **How would you describe your ethnic origin?**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | White | |  | Black or Black British | |  | Other Ethnic groups | | |  | British |  |  | African |  |  | Arab | |  | Irish |  |  | Caribbean |  |  | Any other Ethnic group | |  | Gypsy or Irish Traveller |  |  | Any other Black background |  |  |  | |  | Any other White background |  |  |  |  |  |  | |  |  |  |  |  |  |  | Prefer not to say | | Asian or British Asian | |  | Mixed | |  |  |  | |  | Bangladeshi |  |  | White and Asian |  |  |  | |  | Indian |  |  | White and Black African |  |  |  | |  | Pakistani |  |  | White and Black Caribbean |  |  |  | |  | Chinese |  |  | Any other mixed background |  |  |  | | |
| **Which of the following best describes your sexual orientation?**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Bisexual |  |  | Other | |  | Heterosexual/straight |  |  | Prefer not to say | |  | Homosexual |  |  |  | | |
| **What is your religion or belief?**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Agnostic |  |  | Jain |  |  | Other | |  | Atheist |  |  | Jewish |  |  | Pagan | |  | Buddhist |  |  | Muslim |  |  | Sikh | |  | Christian |  |  | No religion |  |  | Prefer not to say | |  | Hindu |  |  |  |  |  |  | | |
| **Pregnancy and maternity**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Are you pregnant? | |  | Have you given birth within the last 12 months? | | |  | Yes |  |  | Yes | |  | No |  |  | No | |  | Prefer not to say |  |  | Prefer not to say | | |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?**   |  |  | | --- | --- | |  | Yes | |  | No | |  | Prefer not to say |   **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.**   |  |  | | --- | --- | |  | Physical impairment | |  | Sensory impairment | |  | Learning disability/difficulty | |  | Long-standing illness | |  | Mental health condition | |  | Developmental condition | |  | Other | | |