



**BROUGHTON HALL CATHOLIC  
HIGH SCHOOL  
YEW TREE LANE  
LIVERPOOL  
L12 9HJ**

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## **TEACHER APPLICATION FORM**

(Before completing this form please read Notes to Applicants on page 12)

**PLEASE RETURN THIS FORM TO:**

**MS S A CLARKE  
HEAD TEACHER  
BROUGHTON HALL CATHOLIC HIGH SCHOOL  
YEW TREE LANE  
LIVERPOOL  
L12 9HJ  
TEL: 0151 541 9440 – FAX: 0151 259 8448**

**Adapted from CES model - November 2008 (updated October 2010)**

## PERSONAL DETAILS

Application for the position of:	
Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Job Share <input type="checkbox"/>	
At  Where the Governing Body is the employer of staff  In the Local Authority of  In the Archdiocese/Diocese of	VA School

Details of present post (or college details if applying for NQT)	
At  School/College	
Address   Tel No	
Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Job Share <input type="checkbox"/>
Local Authority   Notice Required   Probationary period/NQT Induction Year completed? If so, please give date.	

Surname:			Title:		
First Name(s)			Known as:		
Any former name(s) – first/surnames)			Date of Birth		
Religious Denomination/Faith					
Address					
<p>If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates.</p>					
Tel Numbers:		Home	Mobile	Work	
Email address:					
How do you prefer to be contacted?					
DfE Reference Number:					
National Insurance Number					

Do you have Qualified Teacher Status (QTS)?

Yes

☐

No

☐

QTS Certificate No (if available)

Date of Qualification as a Teacher

## 1. POST -11 EDUCATION AND TRAINING

Please give information about education received in this country or abroad, academic and vocational qualifications obtained including degrees, with class and division, and Teacher Certificates, in chronological order starting with the most recent. Please include postgraduate and professional qualifications. Please note that you will be required to produce evidence of qualifications attained.

Establishment attended Full Name & Address	Full or Part time	Qualifications, date awarded and Awarding Body	Dates attended including Month/Year	
			From	To

**State subjects in which you are qualified to teach, other subjects which you may have relevant experience to teach and any other specialisms you have which may be relevant to your application.**

**Please provide details of special areas of teaching interest.**

Type of Teacher Training: Primary (Nursery, Infant or Junior) ☐

Middle ☐

Secondary ☐

Give further details here if necessary

Do you have the Catholic Certificate in Religious Studies (CCRS) or equivalent?

Yes ☐ No ☐

If applicable, where and when did you obtain the CCRS?

CCRS Registration Number (if known)

Please provide details of any other specialist Catholic postgraduate qualification  
( e.g. MA in Catholic School Leadership)

Please list recent courses and professional development in which you have been involved in the past 3 years and which you consider relevant to this post (e.g. First Aid, ICT etc), stating length of course.

## 2. DETAILS OF PRESENT SALARY AND SCALE

Please supply all information requested as appropriate.

Salary Scale (e.g. Main/Upper/Leadership)

Date awarded

Group of School/Number on Roll Spine Point:

Additional allowances (including Inner/Outer/Fringe London)

Gross Salary: £

## 3. PROFESSIONAL EXPERIENCE

Please give further details of experience in chronological order, starting with the most recent. If you are employed, this should include details of your present post. Students seeking a first appointment should give details of teaching practice.

Local Authority or Employer	Name & type of school or institution (State whether Nursery, Primary, Secondary, Comprehensive, selective etc)	Age Range Taught Single sex / Mixed	Approx number on roll	Post held and responsibilities	Dates Employed Month / Year	Reason for Leaving

#### 4. PROFESSIONAL BODIES

Please give details of any professional body of which you are a member.

#### 5. DRIVING LICENCE DETAILS

Do you hold a full current UK licence? Yes ☐ No ☐

If yes, what type of licence: Private/Light Goods ☐ Class ☐

Do you hold a PSV licence which would allow you to drive a school mini bus?

Yes ☐ No ☐

#### 6. OTHER EXPERIENCE

Please give details of all other employment and unpaid experience after the age of 16, in chronological order, most recent first (e.g. family duties, voluntary work etc).

Employment / Experience	Employer / Location	Responsibilities	Dates Month / Year		Reason for leaving
			From	To	

If there are any periods of time that have not been accounted for, for instance, periods spent raising a family or of extended travel please give details with relevant dates. The information provided in this form must provide a complete chronology from the age of 16, please ensure there are no gaps in the history of your employment and other experience.

## 7. INTERESTS AND HOBBIES

## 8. SUPPORTING STATEMENT

Your application must be accompanied by a written statement/letter detailing why you believe your personal qualities and experience are relevant to your suitability for the post advertised and how you meet the person specification. You should also pay particular attention to the national standards for the post and job specification for the position for which you are applying.



## 9. RECRUITMENT MONITORING

Please state where (or how) you first learned of this vacancy:

## 10. SUPERANNUATION SCHEME

Are you a member of the Teachers' Pension Scheme? Yes ☐ No ☐

If you contribute to another scheme, please give details? Yes ☐ No ☐

Have you elected to pay superannuation contributions for part-time teaching i.e. signed a part-time election? Yes ☐ No ☐

## 11. REFERENCES

Please nominate at least two and up to three referees. In the case of a Catholic applicant, one referee should be your Parish Priest/Priest of the Parish where you regularly worship. If you are in employment, one referee should be your present employer. If you are not currently working with children, one referee should be your most recent school/college employer or teacher training college (if NQT). References will be taken up before interview.

Name:

Address:

Designation:

Telephone

email address

Name:	Address:
Designation:	
Telephone	
email address	

  

Name:	Address:
Designation:	
Telephone	
email address	

**NB** We reserve the right to take up references with any previous employer

If any of your referees knew you by another name, please specify that name(s)

Are you (or your spouse/civil partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or existing employees of the Governing Body?

Yes ☐                      No ☐

If yes please give their name and state relationship. Failure to disclose a relationship may lead to disqualification or dismissal without notice.

## **12. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS**

The Governing Body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not disqualified from working with children and/or included on the DfE List 99.

Signature .....

### 13. REHABILITATION OF OFFENDERS ACT 1974

If you have no convictions, simply enter 'NIL'. If you have been convicted of any criminal offence, the details must be listed on a separate sheet of paper, together with any cautions or bind-overs, pending criminal convictions, or pending criminal actions or court hearings against you and enclosed with this form in a sealed envelope marked 'confidential'. Please see the **Notes to Applicants on page 12** for guidance.

Date of conviction/pending hearing	Offence	Sentence

### 14. CRIMINAL RECORDS BUREAU

In the event of a successful application an Enhanced Disclosure will be sought from the Criminal Records Bureau in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry may be made to the Criminal Records Bureau about the existence and content of any criminal record.

Signature .....

### 15. DATA PROTECTION ACT 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature .....

### 16. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position candidates should provide one of the specified documents listed in the **Notes to Applicants**.

I confirm that I am legally entitled to work in the UK.

Signature .....

## 17. DECLARATION

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily. You may also be referred to the Teachers' Misconduct Team or the Police if appropriate.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children and/or vulnerable adults.

Signature ..... Date .....

## NOTES TO APPLICANTS

1. Applicants completing a printed version of this form who find they need extra space should use a separate sheet of paper to complete their answer, clearly stating the section number of the question.
2. Date of Birth: the Governing Body complies with the Equality Act 2010 and does not discriminate on grounds of age. This is requested in line with best safeguarding practice including 'Safeguarding Children: Safer Recruitment and Selection in Education', DfE/1568 2005.
3. The Governing Body complies with the School Standards and Framework Act 1998 and the Equality Act 2010.
4. Before signing this form please ensure that every section has been completed.
5. The form should be returned as instructed in the details of the post.

6. Applicants should attach a separate statement in support of their application.
7. Applications will only be acknowledged if a stamped addressed envelope is enclosed.
8. Rehabilitation of Offenders Act 1974: You must declare all convictions that you have, including motoring offences and all convictions that have become 'spent'.
9. Immigration, Asylum and Nationality Act 2006: Before taking a post applicants should provide one specified document or a specified combination of two documents that prove their entitlement to work in the UK.
  - ✓ A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen of the UK and colonies having the right of abode in the UK.
  - ✓ A national passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
  - ✓ A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office of the Border and Immigration Agency to a national from a European Economic Area country or Switzerland.
  - ✓ A permanent residence card issued by the Home Office or the Border and Immigration Agency to a family member of a national from a European Area country or Switzerland, who is resident in the UK.
  - ✓ A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
  - ✓ A passport or other travel document endorsed to show that the holder is exempt from immigration control, can stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay.
10. All applicants must note that in accordance with safeguarding vulnerable groups' regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application, required for people working or volunteering with children. Accordingly, applicants are put on notice that no offer of employment will be made until the results of checks from the appropriate body have been received.

**RECRUITMENT MONITORING INFORMATION**

<p>Post title:</p>	<p>School:</p>
<p>Last name(s)</p>	<p>First name(s)</p>
<p>Date of Birth:</p>	<p>Gender      Male      <input type="checkbox"/></p> <p>                 Female      <input type="checkbox"/></p>

Completion of this section will help us fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post.

**THE INFORMATION PROVIDED WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND THIS SECTION WILL BE DETACHED FROM YOUR APPLICATION FORM PRIOR TO SHORTLISTING.**

## 1. ETHNIC ORIGIN

White	Asian, Asian British, Asian English, Asian Scottish or Asian Welsh.
British <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
English <input type="checkbox"/>	Indian <input type="checkbox"/>
Scottish <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Welsh <input type="checkbox"/>	Any other Asian background (please specify)
Irish <input type="checkbox"/>	
Any other White background (please specify)	

<b>Black, Black British, Black English, Black Scottish or Black Welsh</b>	<b>Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh.</b>
African <input type="checkbox"/>  Caribbean <input type="checkbox"/>  Any other Black background (please specify)	Chinese <input type="checkbox"/>  Any other Chinese background (please specify)
<b>Mixed</b>	<b>Other ethnic group</b>
White and Asian <input type="checkbox"/>  White and Black African <input type="checkbox"/>  White and Black Caribbean <input type="checkbox"/>  Any other Mixed background (please specify)	Other ethnic group (please specify)

2. **GENDER** - My gender is: Male ☐ Female ☐

### 3. DISABILITY MONITORING

The Equality Act 2010, which came into force in October 2010, places specific and general statutory duties on all public authorities (e.g. local authorities, governing bodies of further and higher education institutions, colleges, universities, and governing bodies of educational establishments maintained by local educational authorities (including schools) to promote disability equality. In order to assist us with our statutory duties, we would be grateful if you could advise whether you have a disability. Please note that you are not obliged to disclose such information but that any information given will be used for monitoring purposes only. It will remain confidential and will not be passed to third parties.

The definition of a disability is a 'physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long term illness (mental or physical), ongoing medical condition or treatment that we should be aware of?



Yes ☐

No ☐

Please give brief details of your disability and any reasonable adjustments you anticipate we would need to make to your workplace or equipment to undertake the duties outlined in the job description or that you consider necessary to attend interview.

If you are registered disabled please state your number .....

This does not form part of the selection process.

**THE INFORMATION CONTAINED IN THIS FORM MAY BE HELD ON A COMPUTER FILE**

**Data Protection Act**

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

**Signature:** ..... **Date:** .....