



# CROFTON SCHOOL

## APPLICATION FOR TEACHING APPOINTMENT

CONFIDENTIAL

*Crofton School pursues a policy of equality of opportunity*

Post applied for

(as advertised)

**This form should be accompanied by a supporting letter of application.**

### 1. Personal Details

Surname

First Names

(Block Capitals)

Title

Any previous Surnames

Address  
inc. Post Code

E-Mail

Daytime Tel. no.

Evening/Mobile  
Tel. no.

**2. Education and Qualifications** (If part-time study, state and give details throughout). N.B. Details of courses studied and not completed successfully must also be given.

#### (a) Secondary/Further Education

Name of School/College	From	To	Subject and Qualification	Grade & Date Awarded

#### (b) Higher Education and Courses leading to other relevant qualifications

Such as those leading to qualified status or graduate status and to membership of professional institutions.

Higher Education: Establishments attended	Dates		Qualification obtained & Date of Award	Subjects	
	From	To		Main	Subsidiary



**b) Other paid employment (including Service in H.M. Forces, industry). State responsibilities and reasons for leaving. Please indicate details of gaps in employment here.**

**5. Statement in support of application.**







## 8. Employment Checks

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are "**spent**".

Have you ever been convicted of any criminal offences or been officially cautioned, warned or reprimanded in relation to any such offence? **YES/NO**

Are you included in any list of people barred from working with children by the Department for Education and Skills (DfES) or the Department of Health (DoH) or the General Teaching Council? **YES/NO**

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the short-listing panel and enclose it with this form.

### PLEASE NOTE:

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Criminal Records Bureau**. This will require you to complete a separate CRB application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DfES or DoH.**
- Copies of disclosure certificates are retained by Crofton School until after the commencement of employment. The fact that a disclosure has been processed, with dates, is then recorded on our computerised personnel record system and the disclosure certificate itself is destroyed, in accordance with the Data Protection Act 1998.

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9. Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Hampshire Children's Services Department, or a governor or senior employee of a school maintained by this authority. **YES/NO.**

If YES, please state the nature of relationship and the name of the County Councillor, senior member of Hampshire Children's Services Department, governor or senior employee of the school.

10. The Disability Discrimination Act (1995) defines a disabled person as: "a person who has or has had in the past a physical or mental impairment which had a substantial and long term adverse effect on their ability to carry out normal day-to-day activities".

Under this definition, do you consider yourself to be disabled? **YES/NO**

If YES, are there any adjustments that would assist you in your application for selection process, or for carrying out the duties of this post?

Applications from people with disabilities are welcome.

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11. I understand that if I am appointed, personal information about me will be computerised for personnel/employee administrative purposes in accordance with the Data Protection Act 1998. This may include analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

Where applicable, I will be subject to the regulations on political restriction as defined in Local Government and Housing Act 1989.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate

Date

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