



‘Every Child,  
Every Step,  
Every Day’

Testwood School  
Testwood Lane  
Totton

Southampton SO40 3ZW  
T: 023 8086 2146 F: 023 8066 6514  
www.testwood.hants.sch.uk  
Headteacher: Mrs J Pitman

## Application for Teaching/Support Staff Appointment

**Application for the Post of:**

*Please complete this form accurately and in full as it forms the initial stage in the selection procedure. All entries should be typed or written in black ink or ball point pen to facilitate photocopying.*

1. Personal Details	
Surname (Including title)	Forename(s)
Address	Day time Tel. No.
	Evening Tel. No.
	Mobile Tel. No.
	E-mail Address
Post Code	

2. Education, Training and Qualifications			
From M/Y	To M/Y	Details of Secondary Education	Qualifications obtained detailing subjects and grades
From M/Y	To M/Y	Details of Further/Higher Education	Qualifications obtained detailing subjects and grades



## 5. In-service or Job Related Training

Please provide details of courses attended with dates, including any relevant research and school focused training.

## 6. Further Information

You are invited to set out further information in support of your application detailing how your previous experience has prepared you for this post. Please include (if relevant), details of personal development, recent performance management outcomes, results and special interests.

## 7. Confidential References

Names, addresses and status of two referees (one of whom, if employed, must be your present manager, e.g. your headteacher).

1.

Telephone

Email

Fax

2.

Telephone

Email

Fax

## 8. Personal Information

Date of birth

Male  Female

Do you hold a DBS disclosure certificate issued within the last 3 years?

Yes  No

If yes, please state your disclosure number and enclose a photocopy of the certificate.

NI number

DFE Number

Qualified teacher status Yes  No

If qualified after 7<sup>th</sup> May 1999, statutory induction year completed?

Yes  No

Are you registered disabled? Yes  No  (Please give registration number)

**OR** are you eligible to register? Yes  No

Please provide brief details of disability:

Where did you see the post advertised?

TES  Internal vacancy bulletin  Hantsnet  Internet

Local Paper  Please state:

Please state if you are currently employed by Hampshire Local Authority Yes  No

If yes, please state number of years service:

How would you describe your ethnic origin?

Bangladeshi  Black African  Black Caribbean  Black Other  Chinese

Indian  Irish  Pakistani  White  Other (Please specify):

## 9. Employment Checks

### REHABILITATION OF OFFENDERS ACT 1974 (EXEMPTIONS) ORDER 1975

This post is covered by the above act 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) including those which are 'spent'.

Have you ever been convicted of any criminal offence 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 (DfE) or the Department of Health (DoH)? YES / NO

If yes, please give details of the conviction(s) and the date(s) on a separate sheet in a sealed envelope marked for the personal attention of the Headteacher and attach it to 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 Disclosure and Barring Services. This will require you to complete a DBS application 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 to 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 DfE or DoH.

Please state whether to the best of your knowledge you are related to a governor or employee of Testwood School.

YES / NO

If yes, please state the nature of the relationship and the name of the governor or employee of the school.

You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily 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 this post?

Applications from disabled people are welcome.

I understand that if I am appointed, personal information about me will be computerised for personnel/employee administration purposes including analysis for management purposes and statutory returns.

**THE INFORMATION ON THIS FORM IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

**SIGNATURE  
OF CANDIDATE:**

**DATE:**