



Stepney Park Primary School Application Form

Thank you for applying for a position at Stepney Park Primary School. Please return the completed application form to recruit@stepneypark.towerhamlets.sch.uk

The information you supply on this form will be treated in confidence. Applications received after the closing date will not normally be considered. Please note, appointments are conditional on the satisfactory completion of DBS and other necessary checks, and that shortlisted candidates will be asked to provide a self-declaration of their criminal record or information that would make them unsuitable for the position. Online checks will be carried out for all shortlisted candidates.

On the day of the interview:	
All short-listed candidates	Please provide evidence of identity, address and relevant qualifications
Short-listed teachers	Please also provide evidence of QTS
Overseas candidates	Please provide evidence of your right to work in the UK, if appropriate

Personal details		
Job I am applying for		
Last Name		
First Name		
Address		
	Post Code	
Email		
Telephone		
National Insurance Number		
Are you able to take up employment in the UK with no current immigration restrictions?	Yes / No: _____	If yes, please state on what basis:
Do you hold Qualified Teacher Status?	Yes / No: _____	If yes, please give date of award:
Teacher Reference Number (e.g.12/34567)		
Are you subject to any conditions or prohibitions placed on you by the TRA?	Yes / No: _____	If yes, please give details below:
Current or last salary grade		
Earliest date of ability to start new job		

Current or most recent employment details				
Employer				
Job Title				
Address				
		Post Code		
Current start date		Date of leaving (If applicable)		
Reason for leaving:				
Salary details including allowances				
Full time or Part time				
Notice period				
Brief description of main duties/responsibilities				
Previous employment or work experience record				
Please provide <u>full</u> details of all your previous paid and unpaid employment in date order since leaving full-time education Please start with most recent place of employment. Please continue on a separate sheet if necessary				
Job title	Employer Name	Employer Address	Dates (months/years) from - to	Reason for leaving
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		

Time spent living and/or working overseas

Please provide details of any time spent overseas so we know what pre-appointment checks need to be made

Have you spent time living and/or working outside the UK

Yes / No:

If yes, please give details below:

If yes, please give details below:

Start date	End date	Start time	End time	Day of week	Activity
2023-01-01	2023-01-01	08:00	12:00	Monday	Mathematics
2023-01-01	2023-01-01	13:00	17:00	Monday	Science
2023-01-02	2023-01-02	08:00	12:00	Tuesday	Mathematics
2023-01-02	2023-01-02	13:00	17:00	Tuesday	Science
2023-01-03	2023-01-03	08:00	12:00	Wednesday	Mathematics
2023-01-03	2023-01-03	13:00	17:00	Wednesday	Science
2023-01-04	2023-01-04	08:00	12:00	Thursday	Mathematics
2023-01-04	2023-01-04	13:00	17:00	Thursday	Science
2023-01-05	2023-01-05	08:00	12:00	Friday	Mathematics
2023-01-05	2023-01-05	13:00	17:00	Friday	Science
2023-01-06	2023-01-06	08:00	12:00	Saturday	Mathematics
2023-01-06	2023-01-06	13:00	17:00	Saturday	Science
2023-01-07	2023-01-07	08:00	12:00	Sunday	Mathematics
2023-01-07	2023-01-07	13:00	17:00	Sunday	Science

End date

Country

Reason

Education and other relevant qualifications & training obtained from schools/colleges/universities	
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Please note that if you are appointed, we will need to see your original qualification and grades certificates.

Name and Address of Secondary School
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Please list ALL your GCSE/ secondary school subjects and grades for each subject below
English and Maths grades must be listed

Subject

Grade

Date Awarded

English Language

English Literature

Mathematics

Please list any other qualifications including A-levels, Level 3 BTECs, NVQs and Degree courses here (in date order)
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Name of school, college, university

Name of course/ qualification

Grades obtained

Date awarded

**Dates
(months/years)
from - to**

[illegible]

Personal Statement

Please explain why you have applied for this role and why did you choose this school?

Maximum 150 words

Please use this section to explain why you believe you are well-suited to this position. The panel will consider the extent to which you meet the points detailed in the person specification.

Maximum 1000 words

References

Please give the names and addresses of two people who are willing to provide references relating to your work experience and suitability for the post you have applied for. One must be your present or most current manager. If you are currently working in a school, this must be the Headteacher. If a reference is not written by the Headteacher, we will ask the Headteacher to confirm that the reference is correct with respect to any disciplinary investigations.

Please note that we reserve the right to approach any of your previous employers for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children. Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate:
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Reference 1

Name			
Job Title			
Work Relationship			
Organisation			
Address			
		Post code	
Telephone			
Email (please provide work email address)			
May we approach them at this stage?	Yes / No:		

Reference 2

Name			
Job Title			
Work Relationship			
Organisation			
Address			
		Post code	
Telephone			
Email (please provide work email address)			
May we approach them at this stage?	Yes / No:		

Declarations

Relatives/other interests

Any candidate who directly or indirectly canvasses a councillor or senior officer of the Council will be disqualified.

Please list any personal relationships that exist between you and any of the following members of the school community, such as Governors, Councillors, Staff, Pupils

Name	Relationship	Role at School
If appointed, do you have any interests, carry out any work or hold any appointments that may conflict with this Council's employment? If yes, please detail on a separate sheet		Yes / No:

Disclosure and Barring and Recruitment Checks

The 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. We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

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 [school's/trust's] privacy notice.

Do you have an Enhanced DBS certificate?	Yes / No:	If yes, date certificate issued:

If you've lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with 'safer recruitment' requirements.

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. We may conduct online searches of shortlisted candidates as part of our due diligence checks.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

The School's Child Protection Policy is available on the school website <https://www.stepneypark.towerhamlets.sch.uk>

Data Protection

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

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

You'll find more information on how we use your personal data in our privacy notice for job applicants. This can be found on our website <https://www.stepneypark.towerhamlets.sch.uk>

Statement to be signed by the applicant

The council is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

I acknowledge that the council is under a duty to protect the public funds if administers and to this end I agree it may use information provided on this form for the prevention and detection of crime and it may share this information with other bodies solely for these purposes.

I have read and if appointed am prepared to accept the conditions set out in the conditions of employment and the job description.

I confirm to my best knowledge, this information given in this application form is true and correct and gives a fair representation of my skills and work experience. I understand that giving false or misleading statements or withholding information may result in disciplinary action including dismissal from the council or withdrawal of an offer of employment.

Candidates selected for interview will be notified by the date stated on the advert. We reserve the right to only contact shortlisted candidates.

Signed	
Name	
Date	

Please return completed application forms to recruit@stepneypark.towerhamlets.sch.uk

Employment Monitoring

Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

About You

Last Name		Post Code	
Date of Birth (DD/MM/YYYY)			
Where did you see the job advertised?			
Gender			
Is your gender identity the same as the gender you were born with?		Yes / No / Decline to state:	
Applying for:		Full time / Part time / Job Share:	

Ethnicity

Asian / British Asian

Bangladeshi	☐	Chinese	☐
Indian	☐	Pakistani	☐
Vietnamese	☐	Asian other	☐ Please specify:

Black / Black British

Caribbean	☐	Somali	☐
Other African	☐	Black other	☐ Please specify:

Mixed or Dual Heritage

White & Asian	☐	White & Black African	☐
White & Black Caribbean	☐	Mixed other	☐ Please specify:

White

White	☐	Welsh	☐
Scottish	☐	Irish Traveller	☐
Northern Irish	☐	Gypsy / Roma	☐
Irish	☐	White other	☐ Please specify:

Decline to state

☐

Please specify if any other ethnic background

Sexual Orientation

How would you define your sexual orientation:

Bisexual	☐	Heterosexual	☐
Gay Man	☐	Lesbian woman	☐

Decline to state

☐

Religion/Belief			
What is your religious belief?			
Buddhist	☐	Jewish	☐
Christian	☐	Muslim	☐
Hindu	☐	Sikh	☐
No religion	☐	Other	☐ Please specify:
Decline to state		☐	
Personal Relationship			
Civil Partnership	☐	Cohabiting	☐
Married	☐	Single / Widow	☐
Decline to state		☐	
Disability			
What do we mean by a disability? The disability Discrimination Act defines disability as a 'physical or mental impairment with long term, substantial effects on ability to perform day to day activities' Examples: The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you answer the question. ○ Hearing or visual impairment (excluding glasses/ contact lenses) ○ Co-ordination, dexterity or mobility (e.g. polio, spinal cord injury, back problems, repetitive strain injury) ○ Mental Health (e.g. schizophrenia, depression, severe phobias) ○ Speech impairment (e.g. stammering) ○ Learning Disabilities(e.g. Down's syndrome) ○ Other physical or medical conditions (e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc) If you consider yourself to be disabled, you are encouraged to declare your disability when applying for a job. We are positive about employing disabled people. As a holder of the Two Ticks Disability symbol, we guarantee you an interview if you meet the requirements of the job.			
Do you consider yourself disabled?		Yes ☐	No ☐ Decline to state ☐
If yes, please identify disability below:			
Learning difficulty	☐	Physical impairment	☐
Long standing illness/ health condition	☐	Sensory impairment	☐
Mental Health	☐	Other	☐ Please specify:
Declaration			
I confirm that to the best of my knowledge, the information given in this monitoring form is true and correct. I hereby give consent to the collection, storage and processing of my personal data.			
Signed			
Name			
Date			
Please return completed application forms to recruit@stepneypark.towerhamlets.sch.uk			