



**Longbenton**  
HIGH SCHOOL

Schools within North Tyneside are committed to safeguarding and promoting the welfare of children and young people, and adults at risk of harm. All staff and volunteers are expected to share this commitment and to familiarise themselves with all relevant policies, procedures and guidance. Within North Tyneside, safeguarding is everybody's business.

# Application Form – Teaching

<b>Post applied for:</b>	Curriculum Leader Science
<b>Closing date:</b>	Monday 9th May 2022 (12 noon)
<b>Please return your completed application form (by the closing date noted above) to:</b>	<b>Kelly Holbrook</b> <b>Headteacher</b> <b>Longbenton High School</b> <b>Hailsham Avenue</b> <b>Longbenton</b> <b>Newcastle upon Tyne NE12 8ER</b>  <b>Telephone: 0191 218 9500</b> <b>Email: <a href="mailto:recruitment@longbenton.org.uk">recruitment@longbenton.org.uk</a></b> <b>Website: <a href="http://www.longbenton.org.uk">www.longbenton.org.uk</a></b>

The information you provide during the recruitment process will only be used for the purposes of progressing your application. The School respects your right to privacy and full details of how information collected from you is contained in the School privacy notice which is available on the School's website, together with details of your rights under the General Data Protection Regulations (GDPR).

**\* PLEASE NOTE: To complete boxes, please double click on the correct box and select checked**

## Part A: Personal details

Mr/Mrs/Miss/Ms/Other			
Surname		Forenames	
Address Inc Postcode		Known as (if applicable)	
Home tel. Number		Work tel. number	
E-mail (*)		May we call you at work?	Yes <input type="checkbox"/> *    No <input type="checkbox"/> *
Mobile		Best method of contact	

(\* Please note, the School will use this email address to contact you about your application and will continue to use this email address for any communications thereafter.)

### Your right to work in the UK

Are you eligible to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you subject to immigration restrictions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please give details of any restrictions and current work permits including the type of permit, the number and the expiry date.		

**\* PLEASE NOTE: To complete boxes, please double click on the correct box and select checked**

## Positive about Disabled People ‘Disability Confident’ employer

The School is committed to the employment and career development of people with disabilities, as part of their policy they guarantee an interview to all applicants with disabilities who have demonstrated that they have skills, knowledge and experience required for the post. If you wish to be considered for an interview under this scheme, please tick the box in the declaration below.

### What do we mean by disability?

To be eligible for the Disability Confident Scheme you must have a disability or long-term health condition which has a substantial and adverse effect on your ability to carry out normal day-to-day activities. The disability could be physical, sensory or mental and must be expected to last for at least 12 months.

You'll only be guaranteed an interview if you meet the essential criteria for the job. You **must** also include in your application enough information to show how you meet the criteria.

### DECLARATION

I consider myself to have a disability as defined above and I would like to apply under the Disability Confident Scheme.

### Assistance with interviews

To ensure the School does not create any barriers in their selection process and to help them to implement their Equality Policy effectively, please state below if you would like them to provide any particular assistance for your interview:

## Driving licence

Do you hold a full current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If the role you are applying for will involve you driving a School Vehicle please complete the next two questions</i>		
Do you have any endorsements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details:		

## Ex-Armed Forces Personnel

The School is committed to supporting those who have served in the Armed Forces into employment. The School guarantees an interview to all applicants who have served with the Armed Forces who meet the essential and desirable criteria for the post. Please note if you think you are eligible under this commitment.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>You'll be guaranteed an interview if you meet the following conditions:</p> <ul style="list-style-type: none"> <li>You're currently serving in the armed forces and are within 12 weeks of your discharge date</li> <li>You meet the essential criteria for the job.</li> </ul> <p>Or alternatively</p> <ul style="list-style-type: none"> <li>The Armed Forces was your last long-term employer.</li> <li>You can demonstrate you've been job seeking for at least 6 months since leaving the armed forces.</li> <li>A maximum of 2 years (24 months) has elapsed since you left the armed forces.</li> <li>You meet the essential criteria for the job.</li> </ul> <p>You <b>must</b> also include in your application enough information to show how you meet the criteria.</p>		
If you meet the conditions stated above, please state your veteran status below:		

## Reference request

In line with Safer Recruitment it is the School's Policy to must take up references as part of the selection process; this means your referees will be asked to provide references for the appointment panel to consider as part of the decision making process. Your application cannot be considered unless we have your permission to take up references.

Please tick the box if you give the school permission to take up your references

All applicants are requested to provide the names and contact details for two referees if you:

- are in employment one should be your current line manager (or your most recent manager/ employer if you have recently left employment);
- have just left full time education and/ or have no employment history, one reference from your education provider should be provided.

A character reference can also be provided and may be acceptable if employment references cannot be taken, however, they cannot be accepted from relatives or friends. If you have indicated you do not wish for references to be taken up as part of the selection process (as noted above) they will not be requested, however, all appointments are subject to satisfactory references being obtained.

Reference 1		Reference 2	
Name		Name	
Job title		Job title	
Organisation		Organisation	
Address		Address	
Postcode		Postcode	
Phone		Phone	
E-mail		E-mail	
Connection with you		Connection with you	
Reference 3 <sup>1</sup> (see foot note below)		<p>If you are applying for a post which involves working with children and young people or vulnerable adults, there is a requirement for a reference from employment where you have worked with children and young people or vulnerable adults. If your first 2 referees are not from this employment please provide details of a 3rd referee who School can request a reference from.</p>	
Name			
Job title			
Organisation			
Address			
Postcode			
Phone			
E-mail			
Connection with you			

<sup>1</sup> A third reference is only necessary if the first two references are not from an employment which involves working with children and young people or vulnerable adults.

## Criminal convictions

If your application is successful for a post, you will be required to complete an enhanced DBS Application form online. A criminal record will not mean that you won't be considered for this post, but the nature of the offence and how long ago it was committed will be looked at when deciding on your suitability for the post. For information regarding transgender issues, contact DBS sensitive applications team:

[sensitive@dbb.gov.uk](mailto:sensitive@dbb.gov.uk) or telephone 0151 676 1452

**Do you have any convictions, cautions, reprimands or final warnings that are not 'protected'?**

*As defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended in 2013). Further guidance on when cautions or convictions are deemed to be protected is in the guidance notes.*

Yes

No

If yes, please provide details below including the nature of offence, date committed and any other relevant factors:

Are you registered with the DBS update service?

Yes

No

If Yes, do you give NTC permission to check the update service when it is appropriate to do so?

Yes

No

If Yes, please provide your DBS certificate number:

## Declaration

Signed

Date

Please make sure all parts of this, and the related application forms, are completed before signing this declaration:

I certify that to the best of my knowledge all the information I have given is complete, correct and factual. I understand that deliberately giving false or incomplete answers would exclude me from consideration, or in the event of my appointment, could result in dismissal without notice.

**Please note:** By submitting this form electronically you are accepting this declaration.

## Part B: Employment and education history

Please try to provide as much information as possible; this will help us determine your suitability for the post.

### Current or most recent employment (full history to be completed in the next section)

Please tell us about your current or most recent employment. (If you have just left full time education and have no employment history, you can detail your education in this section.)

Current / most recent employer or education establishment and address:			
Job title (if applicable):			
Dates of employment or education:	From:		To:
Salary(if applicable):			TLR:
National Insurance No:			

Main duties:

Main duties: continued....

Reason for leaving (if applicable):

Notice period required (if applicable):



### Previous employment

Please detail your previous employment, stating your main duties relevant to the role, starting with your most recent first. **Please identify and explain any gaps in your employment history (i.e. unemployment, study etc).** Please use an additional sheet if required

Job title, Employer's name and address	Main duties	Dates of employment		Salary	Reason for leaving
		From:	To:		



**Education, training and qualifications**

Please give details of your qualifications and work-related training, starting with the most recent first (including secondary school).

Place you studied at	Dates studied (from and to)	Qualification	Level/Grade	Date Achieved



**Professional registration**

Please detail any professional bodies you hold membership of which are relevant to the post applied for.

Professional body	Level of membership and membership number	Expiry
Teachers Reference Number:		

**Skills, knowledge and experience**

Using the Person Specification as a guide, please tell the School how you feel your skills, knowledge and experience are relevant to the post, giving examples. Please limit this to no more than 2 sides of A4.

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**Skills, knowledge and experience (continued)**

**Further information**

Please provide any further information not covered by the previous sections that you would like to give in support of your application.

## Part C: Equal opportunities form

This information is only used to measure the effectiveness of the School's Equality Policy. The HR Administrator will remove Part C when they receive your application and it will not be seen by anyone else involved in the selection process. Their intention is to select the best candidates for the job regardless of their: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership and pregnancy or maternity.

A. Gender and age			
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of birth	
Do you identify yourself as transgender?	Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>	Age at last birthday	

B. Marital status			
<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Civil Partnership	<input type="checkbox"/> Legally Separated
<input type="checkbox"/> Widowed	<input type="checkbox"/> Divorced	<input type="checkbox"/> Living together	<input type="checkbox"/> Domestic Partner

C. Sexual orientation			
<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Gay / Lesbian	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Prefer not to say

D. Disability	
In the Equality Act 2010, a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to perform normal day-to-day activities.	
Do you consider yourself to meet this definition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details:	

E. Caring responsibilities		
A carer is someone, who, without payment, provides help and support to a partner, child, relative or friend, who could not manage without their help.		
Do you have any caring responsibilities for dependants? (If yes, please tick all that apply):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/> Primary carer of a child/children (under 18)	<input type="checkbox"/> Primary carer of disabled child/children	<input type="checkbox"/> Primary carer of disabled adult (18+)
<input type="checkbox"/> Primary carer of older person/people (65+)	<input type="checkbox"/> Secondary carer	<input type="checkbox"/> Prefer not to say

F. Religion and belief
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<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish
<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	<input type="checkbox"/> None	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Other Religious belief (please specify):			

<b>G. Ethnicity - Please tell us which ethnic group you belong to (please mark one):</b>		
Asian / Asian British	Bangladeshi Indian Pakistani Any other Asian background (please specify) _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Black British / Black / African / Caribbean	African Caribbean Any other Black/African/Caribbean background (please specify) _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Chinese	Chinese Any other Chinese background (please specify) _____	<input type="checkbox"/> <input type="checkbox"/>
Mixed / Multiple Ethnic Groups	Mixed Asian Mixed African Mixed Caribbean Any other Mixed/multiple ethnic background (please specify) _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
White	British British Irish Any other White background (please specify) _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other Ethnic Group	Any other ethnic background (please specify) _____	<input type="checkbox"/>
Non-disclosure	I do not wish to disclose my ethnicity	<input type="checkbox"/>

Print name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_