THE CITY OF PORTSMOUTH BOYS' SCHOOL

Thank you for your enquiry

The City of Portsmouth Boys' School operates and has adopted Portsmouth City Council's equal opportunities policy. Your skills and experience are the only things we look at when you apply for a job. We ask for some personal information in section two so that we can monitor our equal opportunities policy. This information is not given to the selection panel.

Please type or complete the application form in black ink/ball pen. This form is also available in alternative formats (e.g. electronic, large print); contact the School Recruitment Secretary on the telephone number given at the back of this form. Please do not enclose a Curriculum Vitae.

I consent to The City of Portsmouth Boys' School and others on its behalf processing and holding by means of a computer database or otherwise any information, which I provide to them for the purpose of potential employment. I also agree to The City of Portsmouth Boys' School accessing such other information as they hold about me, which they have acquired for other purposes.

Signed …… Dated ……

(If you choose to submit your application form by electronic mail, then you can sign your form at interview)

Section One

Post applied for	Post No
Surname	Forename(s)
Previous/other Surnames	From To
Preferred title Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other (Please state)	
Home Address	
Post Code	Telephone Number (home) ( )
Work **(** **)** Ext	Mobile ( )
Email Address	

Disclosure Relationship

☐ I certify to the best of my knowledge and belief, I am not related to, or in a relationship with, any Governor or employee of The City of Portsmouth Boys' School.

☐ I declare that I am related to, or in a relationship with, the following Governor or employee of The City of Portsmouth Boys' School.

Name	Position	Relationship

To Be Completed by all applicants

Information Requested under the Rehabilitation of Offenders Act 1974 (exception) Order 1975

Normally under the above Act, some criminal convictions do not have to be disclosed after a period of time when they become 'spent'. This does **NOT** apply to posts in Education.

Due to the nature of the work for which you are applying, this post is made exempt from these rules by the above Order. This means that you **MUST** answer the following questions about current and **ALL** previous criminal convictions. Any information will be treated with the strictest confidence and will be considered only in relation to this application. Disclosure of a criminal record will not exclude you from the appointment unless the City Council considers that the conviction renders you unsuitable.

Failure to disclose this information could lead to your application being rejected, or if you are appointed, to dismissal if it is subsequently learnt that you have a criminal conviction.

Please delete as necessary:

(1) Have you ever been cautioned, or convicted of any criminal offence? YES / NO

If yes, please give details of the Caution(s) or conviction(s) and date(s)

	Details	

(2) Have you been charged with any offence, which has not yet been brought to trial? YES / NO

If yes, please give details of the charge and the date of the hearing (if known):

	Details	

I confirm that I am not on any ISA barred lists or disqualified from working with children. I either have no convictions, cautions, or bind-overs, or have attached details of recorded offences in a sealed envelope marked confidential including any allegations or concerns that have been raised about me relating to the safety and welfare of children and young people, or behaviour towards children or young people, and the outcome of their concerns e.g. whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved.

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If you are ultimately offered the position with the school or LA, the Criminal Records Bureau will carry out an independent check.

I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to my dismissal.

Signature …… Date……

(If you choose to submit your application form by electronic mail, then you can sign your form at interview)

Please list your educational history; NVQ's GCSE's A-levels, Degree, overseas qualifications should be included in this section. *(Proof of your qualifications will be required at interview)*			
Establishments	**From**	**To**	**Qualifications obtained, subjects, grades and Date obtained**
Please give details of any special qualifications, related to the post, including membership of Professional organisations			
Details of Personal Development and any special Interests			

Employment

Present Appointment (or most recent job if you are currently unemployed)				
Date Appointed	Name and Address of LA and School	Post held	Salary & Allowances	Subject and age groups taught

Do you hold Qualified Teacher Status?
If Yes, please give date of the award. YES / NO Date

QTS Certificate number (if available).

Have you successfully completed a period of induction as a qualified teacher in this country where the DoE required this? YES / NO

If Yes, please give date of completion.

GTC Information

Are you registered with the GTC? YES / NO

If yes GTC Teacher Reference number (DoE number) (e.g. 12/34567).

Are you subject to any conditions or prohibitions placed on you by the GTC
(or another GTC in the UK)? YES / NO

If Yes, give full details:

Pay your GTC fee by direct debit this year – it's easier and less costly – and puts you in control. Call 0370 001 0308 or visit www.gtce.org.uk

Previous Teaching Experience (most recent first) Please note that all time since leaving full-time education must be accounted for, e.g. training, unemployment or time taken out of paid employment due to caring responsibilities			
Dates From/To	**Name and Address of LA and School**	**Status of post, responsibilities and subjects taught**	**Reason for leaving**

Name, address, telephone number, email address and status of two referees. One of these must be your present/most recent employer. If you have been in your present job for less than six months, please give details of your previous employer in addition to your current employer. Relatives should not be named as referees.

REFERENCES WILL BE TAKEN UP BEFORE INTERVIEW

PLEASE NOTE CITY BOYS' RESERVES THE RIGHT TO CONTACT ANY PREVIOUS EMPLOYER TO PROVIDE A REFERENCE AND NOT JUST THOSE NOTIFIED BY THE CANDIDATE.

Referee 1	Referee 2
Name	Name
Address	Address
Post Code	Post Code
Telephone No/E-mail	Telephone No/E-mail
Capacity in which known	Capacity in which known
Employer	** Please delete as applicable* Employer / Personal *

Asylum and Immigration Act 1996

National Insurance No.

To comply with the **Asylum and Immigration Act 1996** – Prevention of Illegal Working – it is now a requirement that when you come to interview you must bring with you certain documentation which shows your eligibility to work in the United Kingdom. No offer of employment will be made unless the original copy of precise documents, in the specified combination, is produced. Details of the documents to be sighted will be provided should you be invited to interview.

Declaration

On commencement of employment with The City of Portsmouth Boys' School, all staff will be required to sign a Declaration of interests, which will include amongst other interests membership of closed organisations, such as Freemasons, Independent Order of Buffaloes, etc.

DECLARATION *The information you give us may be stored on a computer and used for the purposes of Human Resources and employee administration and benefit fraud detection. It will be treated as strictly confidential and will not be disclosed to any unauthorised person.*

I declare that the information given in making this application is, to the best of my knowledge, correct. I understand that canvassing of any governor or employee of The City of Portsmouth Boys' School, or giving any false information or leaving out important information will make my application unacceptable and, if I am appointed, may lead to my dismissal.

Signature …… Date ……

Please return your completed Application form to:

Mrs S. Butler
Recruitment Secretary
The City of Portsmouth Boys' School
London Road
Portsmouth, PO2 9RJ

Tel: 02392 693521

Section Two

Name	Post Applied for	Post No

EQUAL OPPORTUNITIES – MONITORING SUPPLEMENT *(Please tick appropriate box)*

Date of Birth Age Previous last name(s)

Do you wish to apply for this post on a job share basis? Yes ☐ No ☐

Do you have a disability? Yes ☐ No ☐
If yes please specify

What special adaptations might you need to carry out the job / attend for interview?

Ethnic Origin

Please note this page is not given to the interview panel, although it is necessary for monitoring purposes.
How would you describe your ethnic origin?

A) White ☐ British ☐ English ☐ Scottish ☐ Welsh ☐ Irish ☐ Any other white background (please state)	**B) Mixed** ☐ White & Black Caribbean ☐ White & Black African ☐ White & Asian ☐ Any other mixed background (please state)
C) Asian or Asian British ☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Any other Asian background (please state)	**D) Black or Black British** ☐ Caribbean ☐ African ☐ Any other black background (please state)
E) Chinese or other ethnic group ☐ Chinese ☐ Any other background (please state)	**F) I do not wish to give this information** ☐ Not supplied

Religion

None ☐ Christian ☐ *(Inc Church of England, Catholic, Protestant and all other Christian denominations)*

Buddhist ☐ Hindu ☐ Muslim ☐ Sikh ☐ Jewish ☐ Other (please state)

☐ I do not wish to give this information

How did you find out about this job?

Newspaper ☐ Professional Journal ☐ Word of Mouth ☐ Other (please specify)

THIS FORM IS CONFIDENTIAL AND WILL NOT BE SEEN BY THE SELECTION PANEL