

HOLLAND PARK SCHOOL | APPLICATION FORM : TEACHING 2021-22

AIRLIE GARDENS, LONDON W8 7AF

POST APPLIED FOR	Teacher of English	
FULL NAME	Mr Samuel Smith	
ADDRESS	The Lodge 17 Upper Eves Drive Aldeburgh Suffolk IP18 2LF	
TELEPHONE NUMBER(S)	Home: 0161 201 3556	Mobile: 07798 233668
EMAIL	sam.smith@onetel.com	
NATIONAL INSURANCE NUMBER	NA 23 35 62 S	
DFE NUMBER	12/34567	
DO YOU HAVE QTS?	Yes	
ANY CURRENT DBS NUMBER <i>Only to be used if offered and accepted a role (see page 7)</i>	001123456789	
ARE YOU FULLY ELIGIBLE TO WORK IN THE UK	YES ✓	NO
PREVIOUS NAMES	Surname was Samuel Jones from birth until 25 th January 2001	
DEGREE DETAILS <i>Please state:</i>	<ul style="list-style-type: none"> • the university; University of Leeds • the subject(s) English • the classification Upper Second class honours • year of award 2015 	
CURRENT STATUS <i>Please state your current status eg: practising and fully qualified. Please state the details of any postgraduate training.</i>	<p>P.G.C.E student, training to teach</p> <p>University of Cambridge PGCE English 2020-21</p> <p>University of Cambridge MA Educational Research 2019 – 2020</p>	

EDUCATION <i>From 11 years onward</i>	Woodbank Academy 2008 - 2016		
QUALIFICATIONS <i>Please list the subjects, the grades and the year of award in chronological order</i>	GCSEs English English Literature Maths Science Latin Mandarin History Physical Education Art Design and Technology A LEVELS English Literature History Latin OTHER Piano Duke of Edinburgh	A A* C C B B A B A B A B C Grade 8 Gold award	2013 2014 2014 2014 2014 2014 2014 2014 2014 2013 2016 2016 2016 2015 2016
<i>You will be required to present original certificates</i>			

		DATES OF EMPLOYMENT
CURRENT/MOST RECENT SCHOOL Please name the school in which you currently work. <i>You should include:</i> Name of the Headteacher Telephone number Email address Website	The Redcoat School, Uplands Road, Cambridgeshire, CL2 7PL Mrs Elizabeth Blunt 0161 223 1578 e.blunt@redcoat.co.uk www.redcoatschool.com	January 2021 to present
CURRENT/MOST RECENT ROLE	Teacher of English, PGCE second placement.	
REASON FOR LEAVING	End of placement.	
ANY PREVIOUS ROLE(S)	The Bluecoat School, Downton Lane, Cambridgeshire, CL3 8PZ September to December 2017	September to December 2020

	Teacher of English, PGCE first placement The Glemham High School, Simperts Drift, Suffolk, IP22 2KL September 2019 to July 2020 Part-time Learning Support Assistant	
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EMPLOYMENT <i>Other than teaching (from 18)</i> <i>You should include dates and give reasons for any breaks in employment</i>	Pizza Express Waiter Summer 2016 Summer 2017
BREAKS IN EMPLOYMENT	N/A
THE DATE ON WHICH YOU ARE AVAILABLE TO START EMPLOYMENT	1 st September 2022
TRAINING	Inspiring the Classroom – ASCL – July 2021 D of E Instructor – July / August 2020
REFERENCES <i>Please list two referees, giving their full name and title. Please supply their full contact details, address, telephone and email.</i>	<p>Mrs Elizabeth Blunt Headteacher The Redcoat School, Uplands Road, Cambridgeshire, CL2 7PL 0161 223 1578 e.blunt@redcoat.co.uk</p> <p>Mr George Blunkett PGCE Course Tutor University of Cambridge Faculty of Education, 184 Hills Road, Cambridge, CB2 8PQ george.blunkett@cambridge.co.uk</p>

PLEASE STATE YOUR CURRENT OR MOST RECENT SALARY:	£18,000
PLEASE STATE YOUR CURRENT OR MOST RECENT POINT WITHIN A TEACHING RANGE:	N/A

WHAT NOTICE PERIOD IS REQUIRED BY YOUR CURRENT EMPLOYER?	N/A
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SAMPLE

HOLLAND PARK SCHOOL | GUIDANCE NOTES

Please complete all sections of this application form. If you do not hear from us, please assume we will not be taking your application further and accept our thanks for your time. We reserve the right to close any adverts before the published closing date once we have received a sufficient number of high quality applications to meet the need. If you have difficulty understanding this form, please let us know. Please return this application form electronically to Deborah Kind, Director of Human Resources: recruitment@hollandparkschool.co.uk

You will realise our need to make sure that we employ people with high standards of integrity. Your written application and the references we receive are our basis for shortlisting. You should answer all the questions and give us your full employment history. Tell us everything you think we need to know, to assess you fully.

Regrettably, there are rare occasions where people give us false information, to try to secure employment. As a result, we thoroughly check the information provided by applicants through references, asking to see evidence of qualifications, making Disclosure and Barring Service checks for certain jobs, and so on. When information provided presents questions or concerns that remain unresolved, we will not proceed with an application and we may contact the police if we suspect fraud. Equally, we would ask for your patience and understanding during the application process. As you will be aware from our website, Holland Park School is an academy and therefore directly employs its members of staff. Please do not write to or contact any governor of the academy about your job application. Seeking the support of any governor directly, or indirectly, for employment with the School or any appointment in the gift of the academy is strictly prohibited, and would disqualify an applicant.

HOLLAND PARK SCHOOL | STATEMENT OF APPLICATION

Please write about the way in which you feel you meet the requirements of the position for which you are applying.

SAMPLE

HOLLAND PARK SCHOOL | DECLARATIONS

HEALTH

All of our posts require exemplary attendance. In accordance with the Equalities Act 2010, this evidence will be sought following an offer of employment. Any such offer will therefore be subject to *further* references confirming your history of satisfactory attendance within the confines of the Equality Act 2010.

ELIGIBILITY TO WORK

You will need to provide the relevant documentation to confirm your eligibility to work in the UK at interview.

Are there any restrictions affecting your ability to take up employment in the UK?

If yes, please give details:

SAFEGUARDING AND FURTHER INFORMATION

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Do you know of any reason why you might be considered as unsuitable to work with children?

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)?

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)?

Have you registered for the DBS update service?

Are you related to, or have a close relationship with, any member of staff or governor of the school (e.g. partner, spouse, other relative)? If so please state the name and nature of this relationship.

DECLARATION

The information I have provided on this application form is correct. I understand that deliberately falsifying or withholding information may result in my dismissal if appointed. I understand that the academy has to protect the money it deals with and may use the information I have given to prevent and detect fraud.

This post is covered by the Rehabilitation of Offenders Act 1974 and Amendments Order 1986. The post is subject to clearance by the Disclosure and Barring Service.

Should I be offered and accept a role, I agree for my DBS status to be checked through the submission of a DBS application form or the checking of my status on the DBS Update Service.

Signed: (please initial if sent electronically)	<i>J Smith</i>
Dated:	01/01/22

Please continue to next page and complete the details should you wish. Completion of the next page is not mandatory although it will be necessary, should you be appointed, for you to provide school with evidence of your date of birth (in accordance with best practice as outlined in Keeping Children Safe in Education 2021, this should be from your birth certificate).

HOLLAND PARK SCHOOL | RECRUITMENT MONITORING

RECRUITMENT MONITORING

Holland Park School has a legal duty to promote equality. This duty applies to everything the academy does, both as an employer and as a provider of services. In order to help the academy do this, please answer the following questions and complete the declaration at the bottom of the page. This information is needed so all applicants who have a disability and meet the essential criteria for this position are offered an interview.

Please **mark the box with a ✓ against the group** in the following list that best applies to you.

White	1. British		Asian or Asian British	1. African Indian	
	2. Irish			2. Indian	
	3. Other European			3. Pakistan	
	4. Any other White background			4. Bangladeshi	
Mixed	1. White and Black Caribbean	✓	Any Other Ethnic Group	5. Any other Asian background	
	2. White and Black African			1. Moroccan Arab	
	3. White and Asian			2. Other Arab	
	4. Any other mixed background			3. Chinese	
Black or Black British	1. Caribbean		Any Other Ethnic Group	4. Filipino	
	2. African			5. Somalian	
	3. Any other Black background			6. Any other ethnic background	

Date of birth:	03.09.1997
Please indicate your gender:	male
Do you consider yourself disabled? (Yes or No)	yes
I give my consent for the academy to process the above personal information, in accordance with the Data Protection Act. This information will not be seen by the people who are recruiting to the job.	
Signed: (please type your full name if sent electronically)	<i>S Smith</i>
Dated:	01/01/22

SAMPLE