



APPLICATION AND SAFEGUARDING INFORMATION FORM

TIFFIN SCHOOL

Personal Details

| | | | |
|---------------------------------------|--|-------------------------------|--------|
| Surname: | | DfE teacher ref. no. | |
| Title: (Mr, Mrs, Ms, Dr, Other) | | National Insurance number: | |
| First name/s: | | Right to Work in the UK: | YES/NO |
| Previous names: | | Email: | |
| Contact address: | | Home telephone no. | |
| | | Work telephone no. | |
| Postcode: | | Mobile telephone no. | |

Education and Training

A. Training as a teacher

| | | |
|--|-------|-----|
| Name of teacher training institution: | | |
| From: (Month/Year) | From: | To: |
| Qualification obtained: | | |
| Subjects, main and subsidiary if applicable: | | |
| Age range of students: | | |

B. University, College, other institutions (other than initial teacher training)
Give dates and state whether full-time or part-time courses

| Name of institution: | | From: (Month/Year) | To: (Month/Year) | |
|-----------------------|---------|-----------------------------------|------------------------------------|---------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| Degree/Diploma/Title: | FT / PT | Subjects (main and subsidiary) | Hons (with class) or Pass grade | Date of award |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

C. Secondary Education

Name of institution (give dates):

| | |
|----|--|
| 1. | |
| 2. | |

Academic qualifications (give subjects, grades and dates):

GCE 'O' Level, GCSE (or equivalent)

'A' Levels (or equivalent)

References

Please give the names and addresses of two employment referees who can be consulted regarding your professional ability for the post.

Reference one should be from your Headteacher of your present or most recent school

We reserve the right to request these. References will be taken up before an offer of employment is made. These may be requested before interviews.

| | | |
|----|---|---|
| 1. | Name: Title: Relationship to applicant: | Address: Email: Telephone number: |
| 2. | Name: Title: Relationship to applicant: | Address: Email: Telephone number: |

Personal Statement

Please use this section to explain in detail how you meet all the requirements of the Person Specification and why you consider yourself suitable for the post.

| |
|--|
| |
|--|

Protection of Children

DISCLOSURE OF PERSONAL RELATIONSHIPS/INTERESTS

| | |
|---|--------|
| Are you related to or have any personal relationship with an employee of the school or member of the governing body relevant to this appointment? | Yes/No |
|---|--------|

If yes, please state the name, relationship and position held:

The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all:

- convictions
- cautions
- warnings
- reprimands
- binding over or other orders
- pending prosecutions
- criminal investigations

that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

This information will be treated in full confidence and will be used only in relation to this specific application. Having convictions will not necessarily restrict you from working with us, as the assessment criteria will take into account:

- The duties and responsibilities of the position
- The nature and age of any conviction
- The circumstances and background leading to the offence

Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action. If you are to be recommended for the post you will be subject to an Enhanced disclosure from the Disclosure and Barring Service (DBS).

| | | |
|--|---------|----------|
| Do you have information relevant to the above to declare? | | Yes/No |
| Date | Offence | Sentence |
| | | |
| | | |
| | | |
| Have you had an enhanced DBS check in the past two years? | | Yes/No |
| Please state reference number and date of issue: | | |

Declaration

I hereby give my consent for Tiffin School to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation.

The information supplied by you will be subject to verification and the school may contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc. The school may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

By submitting this application form you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.

The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post.

Signature:

Date:

Tiffin School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment is subject to enhanced child protection screening including checks with past employers and the Disclosure and Barring Service (DBS).

TIFFIN SCHOOL

For Monitoring Purposes only

| | |
|---|----------|
| Do you have a disability? | YES / NO |
| If "Yes" please give details of your disability, <i>irrespective</i> of whether or not it affects the way you carry out the duties of your job. | |

Ethnic Background

Please tick in box E by the description which you consider best describes your ethnic background:

| A | B/C | D | E |
|--------------------------------|-----------------------------|------------|---|
| Main Category | Sub/Extended Categories | Entry Code | |
| White | English | WENG | |
| | Scottish | WSCO | |
| | Welsh | WWEL | |
| | Other White British | WOWB | |
| | Irish | WIRI | |
| | Traveller of Irish Heritage | WIRT | |
| | Albanian | WALB | |
| | Kosovan | WKOS | |
| | White European | WEUR | |
| | White Other | WOTW | |
| | Gypsy / Roma | WROM | |
| Mixed / Dual Background | White and Black Caribbean | MWBC | |
| | White and Black African | MWBA | |
| | White and Asian | MWAS | |
| | Any Other Mixed Background | MOTH | |
| Asian or Asian British | Indian | AIND | |
| | Pakistani | APKN | |
| | Bangladeshi | ABAN | |
| | Other Asian | AOTA | |
| Black or Black British | Caribbean | BCRB | |
| | African | BAFR | |
| | Any Other Black Background | BOTH | |
| Chinese | Chinese | CHNE | |
| Any Other Ethnic Group | Korean | OKOR | |
| | Any Other Ethnic Group | OOEG | |

Name

Signed Date