



# WYCOMBE HIGH SCHOOL

## Teaching Application Form



**This form must be completed in full by all candidates.**

In line with the safer recruitment practices detailed in the Department of Education's Keeping Children Safe in Education guidance, you are welcome to include a CV but it may not be used to substitute any part of this application form. A cover letter will also be required.

Wycombe High School is a disability confident committed employer and, as such, an interview will be offered to disabled candidates who meet the minimum criteria for the role.

<b>Post applied for:</b>			
<b>SURNAME:</b>	<b>First name:</b>	<b>Middle Name:</b>	<b>Title:</b>
All previous Surnames			
National Insurance Number			
House name/number & street			
Town			
County			
Postcode			
Home phone			
Work phone		May we contact you at work?	Yes / No
Mobile phone			
Email address			
Do you have any form of disability?	Yes / No	If yes, please explain briefly:	
Are there any reasonable adjustments we can make to enable you to attend interview or take up an offer of employment?	Yes / No	If yes, please explain briefly:	
Date on which you could take up the appointment			

Where did you see the advertisement for this post? (Please highlight in bold):

Teaching Vacancies Service website / Bucks County Council website / Times Educational Supplement (TES) / School website / Find A Job / Maidenhead Advertiser / Indeed / Monster / Bucks Free Press

If other, please specify:

**Current Teaching Experience:**

Job Title	
Name and address of present school (or placement school for trainee teachers)	
Type of school	
Date appointed (or dates of placement for trainee teachers)	
Reason for leaving	
Age range	
Number of students on roll	
Current salary scale (Main, Upper or Unqualified Pay Scales), plus any additional TLR or other allowance:	
Please give brief details of your present post, main duties and responsibilities	

<b>Previous teaching / work experience (start with the most recent appointment)</b>				
<b>Start date</b>	<b>End date</b>	<b>Job Title</b>	<b>Name of School or Employer</b>	<b>Reason for leaving</b>
<b>Start date</b>	<b>End date</b>	<b>Job Title</b>	<b>Name of School or Employer</b>	<b>Reason for leaving</b>
<b>Start date</b>	<b>End date</b>	<b>Job Title</b>	<b>Name of School or Employer</b>	<b>Reason for leaving</b>

*Please continue with details of any further teaching or work experience, as necessary*

**Please account below for any periods when you were not in employment or training**

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**Education and qualifications**

If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

**Secondary education**

Please include details of GCSEs and A'Levels or equivalent qualifications:

Start date	End date	Name of School/College	Details of qualifications and grades obtained

**Higher education**

Please include details of degree: Pass or Honours, main/subsidiary subjects, Class and Division and date awarded.

Start date	End date	Name of University	Qualifications achieved

**Professional studies**

Include details of professional training for education – e.g. PGCE

Start date	End date	College of Education or University training department	Details of Professional Certificates

**In-service training**

Give details of the most recent, relevant training undertaken and indicate any awards earned

Start date	End date	Training Provider	Course title

**Further information**

Do you have qualified teacher status?	Yes / No	
Date of successful completion of induction		
Teacher Reference Number (TRN)		
To comply with the Asylum and Immigration legislation you will be required to give evidence of your eligibility to work in the U.K. <b>Do you have the right to work in the U.K?</b>	Yes / No	<b>Please state which evidence you can provide of your right to work in the UK:</b>

**Referees**

Give details of two people who have knowledge of you in a working or educational environment, paid or unpaid. The first reference should be your present or most recent Headteacher (for qualified teachers). If you are a trainee teacher, you should include your most recent school placement and your college referee.

**It is our policy to take up references prior to shortlisting.**

If you were known to either of your referees by another name, please give details.

Referees	First Referee	Second Referee
Title		
First name		
Surname		
Position		
Address		
Postcode		
Telephone (including area code)		
Email address		

**Personal Relationships**

Are you related to, or do you have a close personal relationship with, any current member of staff or governing body member at Wycombe High School?	Yes / No
If yes, please state their name or position	

## **Achievements, personal qualities and skills**

*Please use this section to say why you are applying for this job. Give details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. The information you provide about your experience, knowledge, skills and abilities enables us to assess whether you are the right person for the job. Make sure you read the job booklet and person specification before completing the application form and refer to it throughout. Provide as much information as possible, giving us examples either from your home or work life, to show how you meet what we are looking for.*

*Please continue, if necessary, on a further sheet, which must be attached securely to this form.*

**SAFEGUARDING**

It is an offence to apply for this role if you have been barred from engaging in regulated activity relevant to children.

Because this post involves contact with children for whom the School is responsible, extra checks are made on the background of the staff concerned. If you are shortlisted for this role, you will be required to complete a self-declaration form to disclose information regarding any criminal records or other information that would make you unsuitable to work with children.

Wycombe High School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare unspent convictions as well as spent convictions and adult cautions that are not 'protected' in order to assess their suitability to work with children and young people.

*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. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please see: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>*

**Declaration**

I declare that all information provided by me as part of this application is true and complete to the best of my knowledge and belief. I understand that either withholding or giving false information will disqualify my application, or, if discovered after appointment, may be regarded as grounds for dismissal.

I agree that any offer of employment with Wycombe High School Academies Trust is subject to satisfactory evidence of the right to work in the UK, satisfactory references, Enhanced DBS background check (with

understand that, if offered this post, the appointment will be subject to a DBS (formerly CRB), medical clearance and employment references, all of which must be satisfactory to the Governors of Wycombe High School. In accordance with the 1998 Data Protection Act, it is agreed that Wycombe High School may hold and use personal information about me for personnel reasons and to enable the School to keep in touch with me. The information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998. Wycombe High School is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.

**Signature of Applicant:****Date:**

Return this form (addressed to Mr David Garmon-Jones) via email to [mbrookling@whs.bucks.sch.uk](mailto:mbrookling@whs.bucks.sch.uk)

Note: **We shall require you to physically sign the application form, which you can do if you are invited in for interview.**

## Recruitment Monitoring

Wycombe High School operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The information you give is confidential and is used for monitoring purposes only.

<b>Application for the post of:</b>	
<b>Full Name</b>	
<b>Gender</b>	
<b>Date of Birth</b>	
Do you consider yourself to have a disability?	
If yes, what is the nature of your disability:	
<b>Religion</b>	
These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone. If this is the case, please use the last box	
Buddhist	
Christian	
Hindu	
Muslim	
Sikh	
No religion	

### How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories might not be appropriate for everyone. If this is the case, please use the last box.

Please tick the appropriate box to indicate your cultural background

#### White:

British	
Irish	
Other	

#### Mixed:

White and Black African	
White and Black Caribbean	
White and Asian	
Mixed Other	

#### Asian or Asian British:

Caribbean	
African	
Black Other	

#### Chinese or Other Ethnic Group

Chinese	
Chinese Other	
Other Ethnic Group	