



# Hillcrest School and Sixth Form Centre

Hillcrest School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. It is committed to equal opportunities in employment and positively welcomes your application. Successful candidates will be required to undertake an enhanced DBS check.

## Job Application Form – Teaching Staff

**\*Please refer to the attached Guidance Notes before completing this form**

---

### Part 1

First Name:

Surname:

### 1. VACANCY DETAILS

Position Applied For:

Main Subject (where appropriate):

Subsidiary Subject:

Other Subject Interests, e.g. Sport, Music, Drama, Community Language. *(Please give details below.)*

---

### Part 2

### 2. PERSONAL DETAILS

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

First Name(s):

Last Name:

Any Previous Name/s:

Title e.g. (Mr,Mrs,Miss,Ms):

Date of birth:

Daytime Tel:

Evening Tel:

Mobile Tel No:

Email Address:

Address:

Postcode:

Do you have the right to work in the UK?.....Yes:  No:

Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.

Teacher Reference Number:

National Insurance Number:

Do you require a work permit?.....Yes:  No:

Do you have QTS, including skills test if qualified post 2004? ..... Yes:  No:

Are you related to an employee or Governor of Hillcrest School?..... Yes:  No:

If yes, please provide details:

Name: Relationship:

Position:

---

### 3. RETIREMENT/DISMISSAL

Are you in receipt of a Teachers' Pension?..... Yes:  No:

If yes, state date effective from and the type of pension you are receiving? *i.e. Actuarially Reduced Benefits, Age, Phased, Premature or Ill Health retirement:*

Have you ever been dismissed from employment for misconduct? Yes:  No:

If Yes, please attach full details of the reason for the dismissal in a sealed envelope marked 'Private and Confidential' and return with your application. *(Please be assured that providing this information will not necessarily bar you from employment)*

---

### 4. INDUCTION

Did you qualify as a teacher after May 1999? If yes, where was the induction served?:

Between what dates did you serve your induction?:

Did you pass the induction?..... Yes:  No:

Do you have any period left to serve on your induction?..... Yes:  No:

If yes, how much longer have you got to serve?:

*If not complete, please attach copies of your induction reports for the period served.*

---

### 5. EDUCATION DETAILS (FURTHER/HIGHER EDUCATION – MOST RECENT FIRST)

Date From: Date To:

Cert, Diploma, Degree, Higher Degree:

Subject:

Awarding Body:

Class/Div Obtained:

Date Gained/Expected:

---

Date From: Date To:

Cert, Diploma, Degree, Higher Degree:

Subject:

Awarding Body:

Class/Div Obtained:

Date Gained/Expected:

---

Date From: Date To:

Cert, Diploma, Degree, Higher Degree:

Subject:

**Awarding Body:**  
**Class/Div Obtained:**  
**Date Gained/Expected:**

---

## **6. EDUCATION DETAILS (SECONDARY – MOST RECENT FIRST)**

**Date From:**                      **Date To:**

**Name of School/College:**

**Subjects:**

**Type of Exam:**

**Awarding Body:**

**Grade:**

**Date Gained:**

---

**Date From:**                      **Date To:**

**Name of School/College:**

**Subjects:**

**Type of Exam:**

**Awarding Body:**

**Grade:**

**Date Gained:**

---

**From:**                      **Date To:**

**Name of School/College:**

**Subjects:**

**Type of Exam:**

**Awarding Body:**

**Grade:**

**Date Gained:**

---

## **7. EXPERIENCE – PREVIOUS CAREER AND OTHER (MOST RECENT FIRST)**

Please complete the following starting with your current employment and include all employment including non-teaching. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment. If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.

**Date From:**                      **Date To:**

**Employers Name:**

**Employers Address:**

**Position Held:**

**Salary of current or most recent teaching position:**

Full time:  Part time:

Salary of current or most recent teaching position:

Prop. Of Hrs:

Responsibilities *(Please indicate type and size of school, subjects and ages taught):*

Reason for Leaving/Reason for break in employment:

---

Date From:                      Date To:

Employers Name:

Employers Address:

Position Held:

Salary of current or most recent teaching position:

Full time:  Part time:

Salary of current or most recent teaching position:

Prop. Of Hrs:

Responsibilities *(Please indicate type and size of school, subjects and ages taught):*

Reason for Leaving/Reason for break in employment:

---

Date From:                      Date To:

Employers Name:

Employers Address:

Position Held:

Salary of current or most recent teaching position:

Full time:  Part time:

Salary of current or most recent teaching position:

Prop. Of Hrs:

Responsibilities *(Please indicate type and size of school, subjects and ages taught):*

Reason for Leaving/Reason for break in employment:

---

Date From:                      Date To:

Employers Name:

Employers Address:

Position Held:

Salary of current or most recent teaching position:

Full time:  Part time:

Salary of current or most recent teaching position:

Prop. Of Hrs:

Responsibilities *(Please indicate type and size of school, subjects and ages taught):*

Reason for Leaving/Reason for break in employment:

---

Date From:                      Date To:

Employers Name:

Employers Address:

Position Held:

Salary of current or most recent teaching position:

Full time:  Part time:

Salary of current or most recent teaching position:

Prop. Of Hrs:

Responsibilities *(Please indicate type and size of school, subjects and ages taught):*

Reason for Leaving/Reason for break in employment:

---

## 8. IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT (MOST RECENT FIRST)

Date From:                      Date To:

Organising Body:

Course Title:

Length of Course:

---

Date From:                      Date To:

Organising Body:

Course Title:

Length of Course:

---

Date From:                      Date To:

Organising Body:

Course Title:

Length of Course:

---

## 9. ARRANGEMENTS FOR INTERVIEW

If you have disability, are there any arrangements which we can make for you if you are called for an interview and or/work-based exercise?                      Yes:                       No:

If Yes, please specify, *(e.g. ground floor venue, sign language, interpreter, audioloop, etc):*

---

## 10. WRITTEN REFERENCES

Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children. Written references will not be accepted from relatives or people writing solely in the capacity of friends:

Name:

Address:                      Postcode:

Telephone Number:

Email:

Fax Number:

Relationship to You:

Under Safeguarding Children and Safer Recruitment in Education, **written references are required prior to interview.**

---

Name:

**Address:**                      **Postcode:**

**Telephone Number:**

**Email:**

**Fax Number:**

**Relationship to You:**

Under Safeguarding Children and Safer Recruitment in Education, **written references are required prior to interview.**

---

## **11. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION**

In order for us to decide whether to call you for interview, it is essential that you provide sufficient detail of any experience and skills which demonstrate how you meet the requirements of the job as set out in the person specification. You should ensure that any additional sheets are attached securely and include your name and the job title. *(No more than 3 sides of A4 paper in total)*

---

## 12. DATA, DISCLOSURE AND CONFIRMATION

### Data

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. The information provided will be used to administer the selection process for the post advertised. For successful candidates the data will form part of the employee record and for unsuccessful candidates will be retained for 6 months in case of any query or complaint relating to the selection process.

You should note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

### Disclosure

Under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 you must disclose all cautions and convictions even if they are spent, unless they are protected cautions and convictions.

Protected cautions and convictions are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service website –

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now “protected” and no longer require disclosure.

**Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered.**

Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application or at interview will be entirely confidential and will be considered only in relation to this application.

**Please tick one of the following statements: -**

I confirm that **I have NO criminal convictions**, cautions, warnings, reprimands or bind-overs; and I am not barred or disqualified from working with children.

I confirm that **I do have criminal convictions**, cautions, warnings, reprimands or bind-overs; and I am barred or disqualified from working with children. I enclose full details in a sealed envelope marked “Private & Confidential”

### Confirmation

I certify that all the information given in this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal and possible referral to the police.

**Signature:**

**Print Name:**

**Date:**

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect later.

---

### 13. RETURN ADDRESS

Please return to: **Ms Julie Ann Davies, Headteacher, Hillcrest School and Sixth Form Centre, Stonehouse Lane, Birmingham, B32 3AE**

Tel: 0121 464 3172

email: [enquiry@hillcrest.bham.sch.uk](mailto:enquiry@hillcrest.bham.sch.uk)

website: [www.hillcrest.bham.sch.uk](http://www.hillcrest.bham.sch.uk)

**Application forms not fully completed may be refused.  
Please ensure you have signed your form before posting**

### EQUALITY AND DIVERSITY MONITORING

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially, and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR)

#### GENDER

I am:  Female  Male  Transgender  Prefer not to say **Date of Birth:** **Age:**

#### PERSONAL RELATIONSHIP

Single  Living together  Married  Civil Partnership  Prefer not to say

#### ETHNIC ORIGIN

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2001 Census with additional categories included.

##### A White

British  Albanian/Kosovan  Gypsy/Roma  Irish  Bosnian

Any other White background, please indicate:

##### B Dual Heritage

White/ Black – Caribbean  White /Asian  White / Black – African  Asian / Black

Any other Mixed background please indicate:

##### C Asian or Asian British

Indian  Kashmiri  Pakistani  Bangladeshi  Chinese

Any other Asian background, please indicate:

##### D Black or Black British

Caribbean  African  Any other Black background, please indicate:

##### E Other ethnic group

Arab  Afghan  Kurdish  Vietnamese

Prefer not to say  Any other ethnic group, please indicate:

#### RELIGION OR BELIEF

No Religion  Buddhist  Hindu  Jewish  Muslim  Sikh

Prefer not to say  Any other religion, please indicate:

#### DISABILITY

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.



Do you have a disability as defined above? Yes:  No:

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

## JOB ADVERTISEMENT

How did you first find out about this job? Please specify the source or publication.

WM Jobs       School Website       TES on-line       Birmingham City Council Website  
 DfE Teaching Vacancies Website       Other (please specify):

### The Application Form – Guidance

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore most important that you complete ALL sections of the application form which are relevant to you as clearly and fully as possible.

Please **do not** include a Curriculum Vitae with your application, but include all relevant information on the form itself, using additional sheets if necessary.

The following notes will explain the application form and give some useful advice on how to complete it. Please use BLACK ink or type since it will be necessary to photocopy your form.

#### Section 1: Vacancy Details

This section may have already been completed, but please check that all the details are complete and correct. If they are not completed please refer to the job advertisement to fill in this section.

#### Section 2: Personal Details

Please enter your personal details fully and clearly so that we may contact you about your application.

If you do not have a National Insurance Number, please leave this blank.

Please provide eligibility of your Right to Work in the UK. Please note: at interview stage, original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.

If you are a newly qualified teacher, we recognise that you may not have received your teacher reference number yet.

If you are related to an employee of Hillcrest School, we ask you to tell us so that we can make sure all applicants are treated fairly. Please note canvassing any employee of Hillcrest School or Governor of the school (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

#### Section 3: Applicants in Receipt of a Pension

You need to advise us if you have previously left teaching and are in receipt of pension benefits. Under certain circumstances you may be able to re-enter the Teachers' Pension Scheme.

#### Section 4: Induction

If you are a Newly Qualified Teacher and you have served a period of induction you need to confirm where the induction was served and when. If you have not completed the full period of induction, you are asked to provide copies of your induction report(s) for the period of induction served and these should be enclosed with your application.

#### Section 5 & 6 Education Details (Secondary/Further Education)

We are interested in ANY form of education you are involved with or have followed, including any courses which did not lead to an examination or qualification.

Successful candidates will be required to provide proof of their qualifications.

#### Section 7: Experience – previous career and other

Please give full details of all employment and other experience since leaving school, including any breaks or unpaid activities such as voluntary work, child rearing, travel abroad etc. We are interested in all present or past employment you consider relevant to your application. If you have recently left school or college or a training programme and have not yet had a full time or permanent job, please give details of any other employment that you may have had such as work experience gained on Training Schemes, part time, holiday work or voluntary activities. Please include your current job title and, where applicable, the school and Local Authority.

If you have passed through the threshold and you are successful in your application, you will be required to produce a copy of your letter of confirmation. This will assist in ensuring you receive the correct salary.

### **Section 8: In Service Training/Professional Development**

Please include any training you have undertaken which you feel is relevant to the job you are applying for.

We do of course recognise that not everybody has had access to training opportunities.

### **Section 9: Arrangements for Interview**

If you have a disability, please complete this section so that we can make suitable arrangements, for instance, wheelchair access, sign interpreter if you are called for an interview. This information will not be used in deciding your suitability for the job.

### **Section 10: References**

Please give the names and addresses (including postcodes) of two referees. If you have been or are employed, the first referee should be your present or most recent employer. If you have been unemployed for some time, you should instead, name somebody who knows you well. Students should give a College Principal as their first referee and their second referee should be a representative from their teaching practice.

"Position/Job Title" (if appropriate) refers to the referee, e.g. Manager, Senior Lecturer, Headteacher.

If you have changed your name, e.g. by marriage or deed poll or are known by a nickname, please indicate the name that your referee(s) know(s) you by.

### **Section 11: Other Information in Support of Your Application**

Pick out those aspects of your experience or skills that are RELEVANT to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy, where set out in the **person specification**. Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include important issues particularly related to the school, e.g. the curriculum on offer, the ethos of the school etc.

### **Section 12: Data, Disclosure and Confirmation**

**Data** - Please note that the information given will be held on computer and that your rights under the Data Protection Act 2018 and General Data Protection Regulations 2018 (GDPR) apply.

**Disclosure** - It is **essential** that you complete this section with full details as requested.

Please note that a conviction will include circumstances where the offender has been put on probation, has been discharged either conditionally or absolutely, or has been bound over to keep the peace or be of good behaviour.

**Confirmation of Details** - When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated your application form to confirm that your details are correct and complete. The falsification of information on the form will result in the application not being pursued or your contract being terminated if you have already been appointed.

Refer to the closing date and ensure your application form is sent in plenty of time. Applications should be received by the closing date.

### **Section 13: Return Address**

Please return the form to the address shown in this section. You may find it useful to keep a copy of your application form. All applications are treated confidentially.

### **Equality and Diversity Monitoring Form**

#### **All applicants are requested to complete this section.**

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunity in Employment Policy. To do this we need to know:

- whether you are male or female
- your age
- your ethnic origin
- your Religion
- whether you have a disability
- your employment status
- how you first found out about the job

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals but will only be used to measure how we are progressing.

This information will not be used by those involved in selection procedures and is for statistical purposes only.