



**PATE'S GRAMMAR SCHOOL FOUNDATION & THE RICHARD PATE SCHOOL
("the School")**

APPLICATION FORM

Please use black ink so that it can be photocopied. You may attach additional sheets whenever necessary, if you do so please put your name and the job reference at the top.

POSITION APPLIED FOR: SENDCo CLOSING DATE: 29/03/2021

I. PERSONAL DETAILS

Title:	Forename(s):	Surname:
Address:		Former name (including Maiden name)
Postcode:		Preferred name:

How long have you lived at this address?
(If less than 5 years please provide all previous addresses for the past 5 years)

Previous address:	Previous address:
Postcode:	Postcode:
Length of time at address:	Length of time at address:

Previous address:	Previous address:
Postcode:	Postcode:
Length of time at address:	Length of time at address:

Contact details: Home telephone: Mobile:..... Work telephone: Email

➤ **2. GENERAL**

Do you have Qualified Teacher Status?	Yes	No
Do you have a current full UK driving licence?	Yes	No
Please provide full details of membership of any professional bodies:		

➤ **3. ACADEMIC & VOCATIONAL QUALIFICATIONS**

Please provide details of all academic and vocational qualifications:

Award/Qualification	Awarding Body	Date Obtained	Grade (if appropriate)

If there is insufficient space, please continue on an additional sheet, giving page number and title heading

PROFESSIONAL DEVELOPMENT:

Long Courses – attended during the last 3 years:

Name of Course	Provider	Ftime/Ptime or Seconded	From	To

Short Courses – attended during the last 3 years:

Name of Course	Provider	Ftime/Ptime or Seconded	From	To

Outside Interests:

If there is insufficient space, please continue on an additional sheet, giving page number and title heading

➤ **4. FURTHER EDUCATION & CAREER HISTORY**

Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.

Please start with your current or most recent employer and in each case the reason for leaving that employment.

Please provide explanations for any periods not in employment, further education or training.

Dates	Employer/Training Establishment	Position held including subject taught and at which level	Reason for leaving

If there is insufficient space, please continue on an additional sheet, giving page number and title heading

CURRENT SALARY:

Basic Salary (if appropriate) Indicating spine point	Additions (Including responsibility points, London allowance etc.)
Total Salary:	

Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.

If there is insufficient space, please continue on an additional sheet, giving page number and title heading

➤ **5. GENERAL**

Please confirm if you know any existing employee, volunteer or Trustee at the School and if so, please provide full details of how you know them:

--

➤ **6. REFEREES**

Please provide at least two professional referees. One referee should be your current or most recent employer. Please indicate each referee you are happy for us to contact prior to interview.

Referee 1 Contract Prior to Interview Yes/No	Referee 2 Contact Prior to Interview Yes/No
Name: <i>(include title)</i>	Name: <i>(include title)</i>
Address:	Address:
Position held:	Position held:
Telephone No:	Telephone No:
Email:	Email:

➤ **7. DATA PROTECTION**

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

By signing this application form you consent to the processing of sensitive personal data.

8. DECLARATION

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. You should be aware that the School will institute its own checks on successful application with the Disclosure and Barring Service (DBS), and, where appropriate will be made conditional on obtaining such satisfactory checks.

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).

I declare that the information I have given in this Application form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature:	Date:
-------------------	--------------

When completed this form should be returned to:

Mrs Lucy Cox - Bursar
The Richard Pate School
Southern Road
Cheltenham
GL53 9RP

e-mail: bursar@patesfoundation.org

An Equal Opportunity Employer



PATE'S GRAMMAR SCHOOL FOUNDATION & THE RICHARD PATE SCHOOL ("the School")

EQUAL OPPORTUNITIES MONITORING FORM

This section of the form will be detached from your application and will be used solely for monitoring purposes. This form will be kept separately from your application.

The School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, race, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

- We welcome applications from all sections of the community.
- You are not obliged to complete this form, but it is helpful to the School in maintaining equal opportunities.
- All information provided will be treated in confidence.
- Please complete the form as you feel is most appropriate to you.

POSITION APPLIED FOR: SENDCo

How would you describe yourself?

Choose ONE section from A to E, and then tick the appropriate box

- A Asian or Asian British
 Bangladeshi
 Indian
 Pakistani
 Any other Asian background, please write in box
- B Black or Black British
 African
 Caribbean
 Any other Black background, please write in box
- C Chinese or other ethnic group
 Chinese
 Any other, please write in box
- D Mixed Heritage
 White and Asian
 White and Black African
 White and Black Caribbean
 Any other Mixed background, please write in box
- E White
 British

