



ST. ANDREW'S COLLEGE
Cambridge

APPLICATION FORM – TEACHING APPOINTMENT

St. Andrew's College, Cambridge is committed to safeguarding and promoting the welfare of children and young people and expects all employees and those associated with the college to share this commitment.

APPLICATION FOR ACADEMIC / TEACHING APPOINTMENT

POST	
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1. PERSONAL INFORMATION

SURNAME		INITIALS	
POSTAL ADDRESS (<i>for correspondence</i>)			
POSTCODE		TELEPHONE NUMBER	
DO YOU REQUIRE A WORK PERMIT IN THIS COUNTRY?			
DATE RECOGNISED AS QUALIFIED BY DEPARTMENT FOR EDUCATION EMPLOYMENT			
DfE REFERENCE NUMBER		NATIONAL INSURANCE NUMBER	

2. PRESENT APPOINTMENT

IF TEACHING: Name of Local Education Authority			
NAME AND ADDRESS OF SCHOOL			
POSTCODE		TELEPHONE NUMBER	
BOYS <input type="checkbox"/>	GIRLS <input type="checkbox"/>	MIXED <input type="checkbox"/>	NO. ON ROLL (APPROX)
AGE RANGE		DATE APPOINTED	
POST TITLE (<i>Please state any responsibility points and nature of any specific responsibility and other salary points with reason for awarding.</i>)			
SUBJECT/AGE GROUPS TAUGHT		SALARY	
WHEN COULD YOU COMMENCE DUTIES?			



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IF OTHER THAN TEACHING: Nature of Post			
NAME AND ADDRESS OF EMPLOYER			
POSTCODE		TELEPHONE NUMBER	
DATE APPOINTED		SALARY	
LENGTH OF NOTICE		WHEN CAN YOU COMMENCE DUTIES?	

3. EDUCATION: SECONDARY/FURTHER

SCHOOL/COLLEGE ATTENDED (please give address)	F/T Or P/T	DATES			
		FROM		TO	
		MONTH	YEAR	MONTH	YEAR

3.1. EXAMINATIONS PASSED

EXAM	DATE	SUBJECTS & GRADES
GCE 'A' LEVEL OR EQUIVALENT		
OTHER (please specify)		

3.2. HIGHER EDUCATION

(University, College, Polytechnic) – including professional qualifications and in-service courses leading to recognised qualifications.

NAME OF UNIVERSITY OR COLLEGE	DATES FROM - TO	FULL OR PART-TIME	DATE OF EXAM	QUALIFICATION OBTAINED	SUBJECTS PASSED	AGE GROUPS FOR WHICH TRAINED



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4. LAST FIVE PROFESSIONAL COURSES ATTENDED AS A TEACHER or OTHER ACADEMIC ROLE
(Other than 3(b) over the past 3 years)

SUBJECT	ORGANISING BODY	APPROXIMATE DATE	DURATION

5. PAST EMPLOYMENT

full-time (F/T) or part-time (P/T), including all employment since the age of 18 and any unremunerated activity e.g. unpaid voluntary work. Please provide the information in chronological order.

EMPLOYER	NAME AND TYPE OF SCHOOL OR NATURE OF OTHER EMPLOYMENT	NUMBER ON ROLL (if school)	POST HELD	F/T Or P/T	DATES			
					FROM		TO	
					MTH	YR	MTH	YR

6. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

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7. BRIEFLY STATE WHY YOU ARE APPLYING FOR THIS POST AND THE ATTRIBUTES YOU CAN OFFER
(Continue a separate sheet if necessary)



ST. ANDREW'S COLLEGE
Cambridge

8. REFERENCES

(Give here details of two professional persons to whom appropriate reference may be made. The first of who should normally be your present Head Teacher or College Principal, or the last employer where you were working with children. Relatives and friends should not be given. References will not be taken up without your knowledge, but will be contacted prior to an employment offer.

NAME		NAME	
JOB TITLE / POSITION		JOB TITLE / POSITION	
ADDRESS		ADDRESS	
TELEPHONE NUMBER		TELEPHONE NUMBER	
EMAIL		EMAIL	

9. ADDITIONAL INFORMATION

ARE YOU, TO YOUR KNOWLEDGE, RELATED BY FAMILY OR HOLD FRIENDSHIPS WITH ANY PAST OR CURRENT ST. ANDREW'S COLLEGE CAMBRIDGE EMPLOYEES?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DO YOU HOLD A CURRENT DRIVING LICENCE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

10. NOTICE TO APPLICANTS

You will appreciate that St. Andrew's Cambridge must be particularly careful to inquire into the character and background of applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence or cautioned and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and subsequent amendments. You are not entitled to withhold information about convictions which would otherwise be considered as 'spent' unless they happened before your 18th birthday. 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.

You must, therefore, answer the question below: "have you ever been convicted of a criminal offence or cautioned?" (Please answer "yes" or "no"). If the answer is "yes", you must give details which may, if you wish, be enclosed in a separate, sealed envelope marked 'confidential' and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this Notice is not, in any way, to reflect upon applicants' integrity but it is necessary to protect the public and the Council.

In accordance with the recommendations of the Home Office, all successful candidates for posts where there is to be contact with children, will be the subject of a request to the Disclosures and Barring Service which provide details of a person's criminal records including convictions, cautions, reprimands and warnings held on the Police National Computer



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(PNC). Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.

A copy of this notice will be sent to your referees.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE OR CAUTIONED OR SUBJECT TO BIND-OVERS OR HAVE ANY CRIMINAL CASE AGAINST YOU OUTSTANDING? (If so, give details in a sealed letter marked "Confidential" with your application form.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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11. NOTES

- a. When completed, this form should be returned in accordance with the instruction in the advertisement for the post.
- b. Any personal information on the application form may be held on computer files and in accordance with the Data Protection Act 1998, such information will only be used in conjunction with Data Protection Registration.
- c. Candidates must declare whether they are subject to any legal restrictions in respect of their employment in the UK and/or require a work permit.
- d. On the grounds of economy, it is not normally practicable to acknowledge receipt of application forms.
- e. Canvassing, directly or indirectly a member of the selection panel will disqualify the application.
- f. Candidates recommended for appointment will be required to certify that they are medically fit to take up the position.
- g. For successful applicants, where a supplied referee cannot be reached, we will contact the next most recent employer stated on your application.

12. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct.

SIGNATURE OF CANDIDATE	DATE
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