



# Carnforth High School



The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applying for the post of:	
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## 1. Personal Details

Title	
Surname	
First Names	
If you have ever used any other names, please state in full.	
Address	
Post Code	
NI Number	
Dfe Number (Teacher reference no.)	
Home Telephone Number	
Mobile Telephone Number	
Email Address	
Is this a personal or work email address?	

Do you have qualified teacher status?

YES

NO

If YES, please state date obtained	
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**2. Current Post** if applicable – NQT Applicants may wish to state experience on Page 3

School Name	
Address	
Post Code	
Headteacher	
Type of School	
Number on Roll	
Job Title	
Start Date	
Current pay scale & point	
Allowances	
Total FTE Annual Salary £'s	

### 3. Previous Teaching Experience

School Name & Address	Dates From (MM/YYYY)	Dates to (MM/YYYY)	Age of Pupils	NOR	Position Held	Reason for Leaving

Please use the continuation sheet on Page 10 if space is limited in any of the following sections.

**4. Employment Outside Teaching**

Please give details of ALL posts held, including part time and unpaid work. **If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times** e.g. unemployment, raising a family, study, voluntary work etc.

Dates From (MM/YYYY)	Dates To (MM/YYYY)	Details of Appointment / reason for break

*Certificates for all qualifications shown in Sections 5, 6, 7 and 8 below should, where possible, be produced at interview. The successful applicant must produce original certificates before the offer of the post is confirmed.*

**5. Secondary Education (11-16)**

School Name & Address	Dates From (MM/YYYY)	Dates To (MM/YYYY)	Qualifications obtained Subject	Level (eg GCSE)	Grade	Date Obtained

**6. Further Education (16+)**

School / College Name & Address	Dates From (MM/YYYY)	Dates To (MM/YYYY)	Qualification Subject	Level (eg GCSE)	Grade	Date Obtained

**7. Higher Education**

Institute	Date From (MM/YYYY)	Date To (MM/YYYY)	Qualifications	Date Obtained

**8. Teaching Qualifications**

Please inform us of your teaching qualification(s) and the institution at which it was awarded.

Details	Validated By	Date Obtained

**9. Relevant Professional Development**

<b>As a participant</b>	
<b>Details</b>	<b>Date Completed</b>

<b>As a contributor</b>	
<b>Details</b>	<b>Date Led</b>

## 10. References

Please supply the names and address of two people (one of which must be your present employer), to whom application may be made for a reference. **NB References will not be accepted from relatives or from people writing solely in the capacity of friends.**

<b>Reference from current or most recent employer (trainee teachers may include a reference from their teacher training provider)</b>	
Title	
Name	
Position	
Place of Work	
Address (Including Post Code)	
Email Address	
Is this email address a personal or work email?	

Please tick here if you do not wish your current employer to be contacted prior to interview

<b>Second reference</b>	
Title	
Name	
Position	
Place of Work	
Address (Including Post Code)	
Email Address	
Is this email address a personal or work email?	

**11. DISCLOSURE OF CRIMINAL CONVICTIONS AND REHABILITATION OF OFFENDERS ACT 1974**

The post for which you are applying will involve access to children and will be subject to satisfactory enhanced clearance from the Disclosure and Barring Service. You are required to declare any \*unprotected convictions, cautions or reprimands, warnings or bind-overs, even if they would otherwise be regarded as 'spent' under the Act. Please make the following declaration and mark as appropriate.

Do you have anything to declare? YES NO

If the answer is YES, then I have attached a sealed envelope containing details YES NO

\* Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past. However, the 1975 Exceptions Order to this Act excludes certain types of employment, which involve contact with vulnerable adults or young people, from the protection of the Act. If you are in any doubt as to the correct answer to give you should take advice, or check

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/299916/rehabilitation-of-offenders-guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/299916/rehabilitation-of-offenders-guidance.pdf)

**Requirements**

Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job? YES NO

If YES, please give details	
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**Asylum and Immigration Act 1996**

Do you need a Work Permit or Worker Registration Certificate to work in the UK? YES NO

**The Disability Discrimination Act 1995** defines a disabled person as: 'A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.' Someone who has had such a disability but is now recovered. Someone with a severe disfigurement.

Do you have a disability or are you a deaf person? YES NO



## Declaration

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise The Bay Learning Trust to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

I agree that personal data relating to me which has been, or is obtained by The Bay Learning Trust, including personal data given by me on this form, may be held and processed either on a computer or in manual records and may be disclosed to the Governors and authorised employees of the Trust and used by the Academy for any purpose relating to my application and prospective recruitment and employment within the Academy.

I certify that I am not included on the Children's Barred List or Adults' Barred List maintained by the Independent Safeguarding Authority, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulated body or subject to any ongoing investigation into any matter which may bring into question my suitability for the post applied for.

Signed	
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Print Name	
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Date	
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## PLEASE NOTE

**Candidates are expected to write a letter to the Headteacher, in support of their application – no more than two sides of A4 - font Tahoma 11.**

The letter and application form, in an envelope marked **PRIVATE & CONFIDENTIAL** should be forwarded to:

**The Headteacher  
Carnforth High School  
Kellet Road  
Carnforth  
Lancashire  
LA5 9LS**

or emailed to [head@carnforthhigh.co.uk](mailto:head@carnforthhigh.co.uk)

**Applicants sending their application via e-mail will accept the above declaration on sending this document to [head@carnforthhigh.co.uk](mailto:head@carnforthhigh.co.uk) . A signature may be required at interview stage and failure to declare correct information could affect your application.**

## IMPORTANT

- PLEASE DO NOT SEND A CV
- PLEASE ENSURE THERE IS ADEQUATE POSTAGE ON THE ITEM BEFORE SENDING

The Bay Learning Trust supports the principle of equal opportunities in employment and a copy of the Trust equal opportunities policy is available on request. **Please take time to fill out the Equal Opportunities Form accompanying this application form.**

**Continuation Sheet** for any further information you wish to provide.

A large empty rectangular box with a black border, intended for providing further information.