



The Chantry School

Undergraduate Internship Application Form 2019

Thank you for considering graduate internships with The Chantry School. Please complete all sections on this form and return to nclear@chantryschool.com by noon on Friday 5th April 2019

Personal details

First name	
Surname	
Preferred name (if appropriate)	
Gender	
Date of birth	
Nationality	
National Insurance number	
Contact telephone number	
Email address (personal)	
Email address (university)	
Home address: (Please confirm that this will be your address during the internship programme)	
Get Into Teaching Number: (you will be issued this when you register on-line)	

Please indicate your preference:

Secondary Maths	
Secondary Physics	
Secondary Maths & Physics	

SECONDARY EDUCATION & QUALIFICATIONS

Please give details of secondary, further and higher education qualifications achieved. Please include grades.

Name of School/College	From	To	Qualifications Gained with Date and Grade

HIGHER EDUCATION

Name of University	Dates From/To	Full or Part-time	Degree title (subjects studied)	Year of study 2018/19	Length of degree course

Date for completion of University degree	
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CHRONOLOGICAL EMPLOYMENT HISTORY

Please provide a full history, in chronological, order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end date explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of employer & brief outline of duties	F/T or P/T	Dates				Reason for leaving
			From		To		
			Mth	Yr	Mth	Yr	
1							
2							
3							
4							
5							

Additional information:

How do you intend to travel to school each day?	
Do you have use of a car?	
How did you hear about our internship programme?	

SUPPORTING STATEMENT

In no more than 500 words, please give any information which you think will help us to consider your application, including:-

- Why you wish to apply for this internship
- Relevant experience (voluntary or work)
- Skills, abilities and any specialist knowledge you have

REFEREES

Give here details of two people to whom we may contact for a reference. References will not be accepted from relatives or from people writing solely in the capacity of friends. Please note one of your referees should be your University personal tutor. We would be grateful if you could let your referees know that you are applying for the internship and that you are using them as a referee.

First referee:

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Second referee:

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

DFE PRIVACY NOTICE

How will we use your personal information?

- The internship you are applying for is part-funded by the Department for Education (DfE). DfE intends to evaluate the internship and the potential benefits to those who participate in it as well as the wider education sector. To enable them to do this, we will provide the minimum information necessary to them to carry out their evaluation.
- DfE (or a contracted organisation working on its behalf) may also:
- Contact you to ask about your experiences of the internship. Please note that, if contacted, you will be under no obligation to take part. If you do, you will not be identified in any results of the evaluation and you can ask not to participate, or change your mind, at any time.
- Link information you provide in your application form with other information about you which DfE already holds or to which it is lawfully permitted access. This is to identify (for example) what kinds of qualifications applicants to this internship go on to achieve, how many go into teaching, and how long they are employed as teachers, without having to contact you repeatedly to ask you to update your information.

SECURITY AND CONFIDENTIALITY

- DfE's use of the information we share with them (or its contracted partner) will have no influence on the outcome of your application or your participation in the training and DfE's findings will not identify you or any other applicants.
- Any personal data shared with DfE will be handled securely and only accessed for the purposes of the evaluation of teacher training, recruitment and retention.
- You can find more information about DfE at www.gov.uk/dfe.
- If you have any questions about how DfE will use your information, please contact ITT.recruitment@education.gov.uk

TWO TICKS



'Under the 'Two Ticks' Scheme the Governing Body undertakes to interview disabled people who meet the minimum essential criteria detailed on the person specification.

For these purposes, disability is defined as any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.

Do you consider that you would qualify for an interview under the Scheme

YES NO

If you need any particular arrangements to be made for interview e.g. access, sign interpreter, induction loop system, taping of documents etc., please specify them below:

RELATIONSHIPS

Are you related to a governor or an employee of the school?

Yes No

If yes, please state relationship:

Note: *Canvassing will lead to disqualification for appointment.*

CONVICTIONS/DISQUALIFICATIONS

EXEMPT EMPLOYMENT

Please give details and dates of (a) Any convictions (including driving offences) and/or (b) Disqualifications from driving or performance of professional duties.

Because the work of this job will involve vulnerable people the school will check with the Criminal Records Bureau to see if you have any criminal convictions. You **must** tell us if you have any convictions, bind-overs or cautions even if they are spent under the Rehabilitation of Offenders Act 1974. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in the withdrawal of your application or dismissal from the job offer in relation to this form.

You **must** tick one of the two boxes below:

I have a criminal conviction or a bind-over or a caution, even if this was a long time ago and even if it would be regarded as spent under the terms of the Rehabilitation of Offenders Act and I attach an additional sheet providing details and dates.

or

I do not have any convictions, bind-overs or cautions.

Driving offences

I have the following number of penalty points on my driving licence.

DECLARATION

I declare that the information given in this application form is correct and complete.

Signature:

Date: / /

Note: False statements or failure to disclose any information requested in this application form may disqualify a candidate.

Data Protection Act 2018 – Consent and Certification of Details

As part of the process of appointing a new intern, the school may disclose information to, and request information from, third parties for the purpose of undertaking pre-employment checks. In accordance with the Data Protection Act 2018, your consent is required before approaching third parties for information in relation to pre-employment checks.

Signature:

Date: / /