**Application Form – Teachers.**

If you require a copy of this form in an alternative format, please contact us.

| Application for the post of: |  |
| --- | --- |
| School: |  |
| Are you applying on a job share basis? | Y / N |
| If so, please state what proportion of full time you are proposing to work. |  |

**Personal Information**

| Name |  |
| --- | --- |
| Previous Names (if applicable) |  |
| Address (inc postcode) |  |
| Email Address |  |
| Telephone Number |  |
| Date of Birth |  |
| National Insurance Number |  |
| Teacher Registration Number |  |
| Are there any arrangements we can make for you if you are called for interview? | |
|  | |

**Qualified Teacher Information**

| Date of gaining Qualified Teacher Status: |  | |
| --- | --- | --- |
| If you qualified after 07.05.99, date of completion of induction year: |  | |
| Have you passed your Skills Tests (if applicable) | Numeracy | Y / N |
| Literacy | Y / N |
| ICT | Y / N |
| If not, when do you expect to complete them? |  | |
| Continuous Service Date: |  | |

Successful applicants will be required to provide evidence of their registration with the Teaching Agency.

**Present (or Most Recent) Employment**

| Job Title: |  | | |
| --- | --- | --- | --- |
| Company/School Name/Address |  | | |
| Start Date: |  | End Date: |  |
| Salary: |  | Allowances (please specify) |  |
| Brief Details of post: |  | | |
| If this is a teaching role, please complete below | | | |
| Subject/specialisms |  | Employer: |  |
| Approx number on role: |  | Age Range Taught: |  |

**Previous Employment**

Beginning with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education.  (Continue on a separate sheet if necessary).

| Start Date: |  | End Date: | |  |
| --- | --- | --- | --- | --- |
| Job Title: |  | | | |
| Company/School Name/Address |  | | | |
| Salary: |  | | Allowances (please specify) |  |
| Brief Details of post: |  | | | |
| If this is a teaching role, please complete below | | | | |
| Subject/specialisms |  | | Employer: |  |
| Approx number on role: |  | | Age Range Taught: |  |

| Start Date: |  | End Date: | |  |
| --- | --- | --- | --- | --- |
| Job Title: |  | | | |
| Company/School Name/Address |  | | | |
| Salary: |  | | Allowances (please specify) |  |
| Brief Details of post: |  | | | |
| If this is a teaching role, please complete below | | | | |
| Subject/specialisms |  | | Employer: |  |
| Approx number on role: |  | | Age Range Taught: |  |

| Start Date: |  | End Date: | |  |
| --- | --- | --- | --- | --- |
| Job Title: |  | | | |
| Company/School Name/Address |  | | | |
| Salary: |  | | Allowances (please specify) |  |
| Brief Details of post: |  | | | |
| If this is a teaching role, please complete below | | | | |
| Subject/specialisms |  | | Employer: |  |
| Approx number on role: |  | | Age Range Taught: |  |

| Start Date: |  | End Date: | |  |
| --- | --- | --- | --- | --- |
| Job Title: |  | | | |
| Company/School Name/Address |  | | | |
| Salary: |  | | Allowances (please specify) |  |
| Brief Details of post: |  | | | |
| If this is a teaching role, please complete below | | | | |
| Subject/specialisms |  | | Employer: |  |
| Approx number on role: |  | | Age Range Taught: |  |

| Start Date: |  | End Date: | |  |
| --- | --- | --- | --- | --- |
| Job Title: |  | | | |
| Company/School Name/Address |  | | | |
| Salary: |  | | Allowances (please specify) |  |
| Brief Details of post: |  | | | |
| If this is a teaching role, please complete below | | | | |
| Subject/specialisms |  | | Employer: |  |
| Approx number on role: |  | | Age Range Taught: |  |

| Start Date: |  | End Date: | |  |
| --- | --- | --- | --- | --- |
| Job Title: |  | | | |
| Company/School Name/Address |  | | | |
| Salary: |  | | Allowances (please specify) |  |
| Brief Details of post: |  | | | |
| If this is a teaching role, please complete below | | | | |
| Subject/specialisms |  | | Employer: |  |
| Approx number on role: |  | | Age Range Taught: |  |

| Start Date: |  | End Date: | |  |
| --- | --- | --- | --- | --- |
| Job Title: |  | | | |
| Company/School Name/Address |  | | | |
| Salary: |  | | Allowances (please specify) |  |
| Brief Details of post: |  | | | |
| If this is a teaching role, please complete below | | | | |
| Subject/specialisms |  | | Employer: |  |
| Approx number on role: |  | | Age Range Taught: |  |

**Education**

Please give details of all nationally recognised qualifications awarded/results awaited; **from GCSE to your highest qualification,** in chronological order. Copies of essential qualifications will be required on appointment.

| Attended | | Name of  School/College: | Qualification: | Subject: | F/T  or P/T | Grade/  Level: | Date Gained: |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From (mm/yy) | To (mm/yy) |
|  |  |  |  |  |  |  |  |
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**Training and Other Continuing Professional Development**

Please list any relevant courses or training you have attended in the last five years starting with the most recent (Please continue on a separate sheet if necessary). If applying for a headship, please include details regarding NPQH.

| **Title of Course** | **Organising Body** | **Awards (if any)** | **Date of Award/Attendance (mm/yy)** |
| --- | --- | --- | --- |
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**Letter of Application**

**Please attach a separate letter of application** – of no more than 2 sides of A4 to support your application.  This should include:

* Your strengths as a teacher, and particular areas of curriculum strength or interest.
* Demonstration of your knowledge of SEN code of practice, inclusion and equal opportunities requirements
* Demonstration of your knowledge and understanding of safeguarding practices
* Demonstration of your knowledge and understanding of the requirements of the National Curriculum and Early Years Development

**Other Relevant Experience**

Please use this space to tell us any relevant information about yourself, with particular reference to the Person Specification.

|  |
| --- |

**Overseas Police Check**

To comply with DfE guidance, the Trust will carry out a check on a successful applicant if they have lived or worked outside the UK for a continuous period of 6 months or more in the past 2 years.

Please complete the information below, so that we can ascertain whether an overseas check will be required.

| Have you lived or worked outside the UK for a continuous period of 6 months or more in the last 2 years? | | Y / N | |
| --- | --- | --- | --- |
| If you have answered yes, please provide details below: | | | |
| I have lived or worked outside the UK for a continuous period of [        ] months or more in the past [         ] years. | | | |
| I have lived or worked in the following countries: | | | |
| **Country** | **Date From (mm/yy)** | | **Date To (mm/yy)** |
|  |  | |  |
|  |  | |  |
|  |  | |  |

The Trust aims to promote equality of opportunity for all with the right mix of talent, skills, and potential and we welcome applications from diverse candidates.  Criminal convictions, cautions and bind-overs will be taken into account for recruitment purposes only when relevant.

**Immigration, Asylum & Nationality Act 2006**

All short listed applicants will be required to provide original material evidence of their Eligibility to Work in the UK. With reference to the accompanying Guidance Notes please confirm that you are able to provide the appropriate documents.

| I am able to provide appropriate documents | Y / N |
| --- | --- |

**References**

Your first reference should relate to your present job, most recent employer, or the Headteacher/Principal of your school/college/university if applying directly from education.

Please state in what capacity the two referees are acting, i.e. current employer.

Please include all contact details requested.

References will be contacted if you are shortlisted for interview.

**1st Referee**

| Name: |  |
| --- | --- |
| Capacity providing reference in: |  |
| Email Address: |  |
| Address: |  |
| Telephone Number: |  |

**2nd Referee**

| Name: |  |
| --- | --- |
| Capacity providing reference in: |  |
| Email Address: |  |
| Address: |  |
| Telephone Number: |  |

**Declarations**

| To your knowledge are you related to a member of Staff, Director of the School/Trust or anyone elected to or employed by the Trust? | Y / N |
| --- | --- |
| If yes, please state their name and position held: |  |

The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 2018 the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of after 6 months.

I declare that all the information I have provided is true, that I have not canvassed a member/officer of the Trust, directly or indirectly, in connection with this application and further, that I will not do so.  I understand that such canvassing will disqualify me as a candidate.  I further understand that failure to disclose any relationship with a member/officer of the Trust or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

| Signed:        Please ensure this form is signed by hand. |  |
| --- | --- |
| Date: |  |