**Application Form**

**For Teaching Appointments**

School: BURNT ASH PRIMARY

Post:

➊ **Personal Details** (BLOCK CAPITALS)

Surname: Title (eg. Mr ,Mrs ,Miss, Ms):

First name/s:

Previous surname if relevant:

Address:

Town: Post Code:

Telephone No. (home): e-mail (home):

Telephone No. (work): e-mail (work):

Telephone No. (mobile):

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance No. |  |  |  |  |  |  |  |  |  |

Do you require a work permit to work in the UK? YES NO

If yes and applicable, when does your permit expire? (month, year):

Are you recognised by the DfE as a qualified teacher in the UK? YES NO

If yes, please give date of recognition (month, year):

Have you successfully completed a period of probation/statutory induction

as a qualified teacher in this country as required by the DfE? YES NO

If yes, please give date of completion (month, year):

Teaching experience (years):

➋ **Teacher Training** – *please give details*

Name of Teacher Training Institution:

From (month, year): To (month, year):

Age range you are trained to teach:

Qualification obtained:

Subject you are trained to teach:

Additional subjects which you are able to teach:

Any additional languages spoken:

**Please turn over**

**➌Other Education, qualifications and training (excluding initial teacher training)**

|  |  |  |  |
| --- | --- | --- | --- |
| Title and subjects | Certificate/Qualification  Grade/Class *(please specify)* | School, College or University  *(give address)* | Date obtained |
|  |  |  |  |

**➍Current or most recent post (including initial teacher training placement)**

1. Full name and address of school/college, or employer:

1. Type of School: (c) Number of pupils:

(d) Local Authority: *(if applicable)*

(e) Position held: (f) Scale/grade/MPS:

(g) Appointment held – Full-time/Part-time:

(h) Dates from/to:

(i) Present salary (give details of special allowances):

**Please continue**

**➎Previous teaching/employment experience**

**(Please start with most recent and continue on a separate sheet if necessary)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Employer | Type of School/  Nature of Business | From | To | Post held | Salary/Scale  on leaving |
|  |  |  |  | **Please continue** |  |

**➏Your supporting statement**

As part of your application you are requested to set out relevant information in support of your application. Please clearly mark any separate sheet(s) to avoid confusion. Use this section to set out your reasons for applying for this post and show how your qualifications, experience, skills and qualities support your application.

**Please continue**

**➐References**

**Please continue**

Please give the names of two people from whom confidential references may be obtained. They should have knowledge of your professional capacity and one must be your most recent employer. Your referees will be contacted if you are called for interview.

Referee Referee

Position Position

Employer/School name Employer/School name

Address Address

Post Code Post Code

Tel No Tel No

e-mail e-mail

Professional relationship Professional relationship

Period known (years) Period known (years)

**➑Additional information**

**Superannuation**

Do you contribute to the Teachers ‘Pension Scheme’?: YES NO

Or other Superannuation (give name):

If part-time, have you made a positive election to join the Teachers ‘Pension Scheme’?: YES NO

**Disability**

Do you consider yourself to have a disability? YES NO

If yes: (i) If you are aware of any equipment or adaptations that will assist you, please give details:

(ii) Will you require any assistance if called for an interview? If yes, please give details.

**➒ Protection of Children**

**Please continue**

Disclosure of any criminal background is required. Because of the nature of the work, teaching in the UK is exempt from the provisions of Section 4(2) of the rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 986, and therefore applicants are not entitled to withhold information about convictions which for other purposes are spent under the provisions of the Act. Offers of employment will also be dependent on completion of a satisfactory police check. Disclosure of a criminal background will not necessarily bar you from any appointment.

Have you ever been convicted of a criminal offence? YES NO

If yes, please give details:

Date: Offence:

Sentence:

Please give details of your police check with the Disclosure and Barring Service

Police check date: DBS number:

**Data Protection**

Under the terms of the Data Protection Act 1998, the information you provide on this form will only be used by Compass Academy Trust for the purposes of assessing your suitability for employment, for monitoring policies and procedures, and for personnel management purposes.

For any position that you apply for, if unsuccessful, this information may be retained on file for 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud, or shared with other bodies administering public funds solely for this purpose.

**➓To be signed by all applicants**

I confirm that, to the best of my knowledge, the information on this form is true and correct.

I am in possession of the certificates which I claim to hold, and understand that wilful falsification may result in dismissal if I am appointed.

I understand that any offer of employment will be subject to satisfactory medical and police checks.

Signed: Date:

**Recruitment Monitoring**

Burnt Ash Primary is committed to Equal Opportunities. The aim of its policy is to ensure that no job applicant or employee is treated unfairly on the grounds of age, colour, national origins, nationality, race, disability, family commitments, gender, marital status, membership or otherwise of a trade union, religion, or sexual orientation.

Without accurate data on the composition of our workforce and on job applicants we are unable to monitor the effectiveness of our policies and procedures. Therefore we ask for your cooperation in completing the monitoring section of this form. This information will be used for statistical purposes only and will not be reproduced in a way that enables individuals to be identified. All information by job applicants is treated in the strictest confidence.

**Job Title**

**Personal Details**

Surname

Job Reference

(BLOCK CAPITALS)

First name/s

**Gender**

Male Female

**Age** – what age are you? years

**Ethnic Group** *Please tick one box (or write in one box if appropriate)*

**Asian or Asian British Black or Black British**

Bangladeshi African

Indian Caribbean

Pakistani

Asian other (please write in) Black other (please write in)

**Mixed White**

White and Asian British

White and Black African European

White and Black Caribbean Irish

Romany/traveller

Mixed other (please write in) White other (please write in)

**Chinese or other ethnic group I decline to self classify**

Chinese *(please tick)*

Other (please write in)

**Please continue**

**Disability**

To help you decide whether you have a disability as defined under the Disability Discrimination Act 1995 please read the following information:

A disability is defined as ‘a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities’

The effect an impairment may have on day-to-day activities is defined in the Act as falling within the following categories:

1. mobility

2. manual dexterity

3. physical co-ordination

4. continence

5. ability to lift, carry or otherwise move everyday objects

6. speech, hearing or eyesight

7. memory or ability to concentrate, learn or understand

8. perception of the risk of physical danger

The impairment has to be substantial, that is something more than trivial and it needs to be long-term, i.e. has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected. Having considered the above information please tick one of the following:

I **do** consider myself to have a disability

I **do not** consider myself to have a disability

I **decline to** self classify as to whether I consider I have a disability

**Media Monitoring** *Please indicate how you became aware of the post by ticking the appropriate box.*

Agency

Local Newspaper (please specify )

National Newspaper (please specify )

Professional Journal (please specify )

Bromley website Other website (please specify )

Internal Vacancy list Friend/relative Employment Services

Other (please specify )