



The National Society

# APPLICATION FORM

## For appointment as a Teacher (other than a Headteacher) at a Church of England/Church in Wales Voluntary Aided or Foundation School

To fill in this form on screen:

- place the cursor at the beginning of the first line and type in your response;
- using the tab key on your keyboard, move to the next item;
- for the grid in Section 3 use the tab key to move from column to column;
- you can also move the cursor down the page to the start of any section.

Please read the notes on page 6 before completing this form.

### Part A: PERSONAL INFORMATION

#### 1 APPLICATION

For the post of \_\_\_\_\_  
at \_\_\_\_\_

Voluntary Aided or Foundation school at which the Governing Body is the employer.

#### 2 PERSONAL DETAILS

Family name \_\_\_\_\_ Title \_\_\_\_\_

Other names in full \_\_\_\_\_ Preferred name \_\_\_\_\_

Teacher reference number \_\_\_\_\_ NI number \_\_\_\_\_

Have you obtained Qualified Teacher Status (QTS)?

Are you registered with a General Teaching Council?

Permanent address: \_\_\_\_\_

Temporary address: \_\_\_\_\_  
From & To: \_\_\_\_\_

Telephone numbers:  
Work \_\_\_\_\_ Home \_\_\_\_\_ Mobile \_\_\_\_\_

May we telephone you at work?

Email address \_\_\_\_\_

Are there any restrictions on your residence or employment in the UK?

If Yes, please give details \_\_\_\_\_

Are there any adjustments that may be required should you be invited for interview?

If so, please state here \_\_\_\_\_

**PART B: EDUCATION & TRAINING**

**3 TRAINING AND QUALIFICATIONS**

Course title and main subject	Certificate/Qualification (if any)	Where obtained
At School		
In Higher Education		
Professional development and other courses		

(Please continue on a separate sheet if necessary.)

**PART C: CURRENT EMPLOYMENT**

**4 TEACHING INTEREST AND EXPERIENCE**

a) preferred age-group and/or subject \_\_\_\_\_

b) other age groups and/or subjects you would be willing to teach \_\_\_\_\_

c) present post \_\_\_\_\_

Name of current employer \_\_\_\_\_

Address \_\_\_\_\_

Date appointed \_\_\_\_\_ Grade (if appropriate): \_\_\_\_\_

Annual Salary (inclusive) \_\_\_\_\_ Notice required \_\_\_\_\_

Other remuneration or benefits \_\_\_\_\_

\_\_\_\_\_

**PREVIOUS EXPERIENCE OF TEACHING** (List in chronological order)

Include part time and voluntary work

Name of employer		Post	
From	To	Grade/salary	Reason for leaving

Name of employer		Post	
From	To	Grade/salary	Reason for leaving

Name of employer		Post	
From	To	Grade/salary	Reason for leaving

Name of employer		Post	
From	To	Grade/salary	Reason for leaving

Name of employer		Post	
From	To	Grade/salary	Reason for leaving

Name of employer		Post	
From	To	Grade/salary	Reason for leaving

Name of employer		Post	
From	To	Grade/salary	Reason for leaving

Name of employer		Post	
From	To	Grade/salary	Reason for leaving

(Please continue on a separate sheet if necessary.)

**PREVIOUS EXPERIENCE** (List in chronological order)

Include part time and voluntary work as well as any time spent out of employment — travelling, caring for family etc. with reasons for leaving employment.

(Please continue on a separate sheet if necessary.)

SCHOOL USE ONLY <b>REF NO:</b>
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**REASONS FOR APPLYING FOR THE POST/INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please include other interests you wish to be taken into consideration, your personal qualities that are relevant to the post and how you meet the person specification.

(Please continue on a separate sheet if necessary.)

**5 REFEREES**

Please give the names of two persons who are able to comment on your suitability for this post. One should be your present Headteacher or employer

Name _____	Name _____
Position _____	Position _____
Address _____	Address _____
_____	_____
_____	_____
Telephone No _____	Telephone No _____

Please give the name and address of your Vicar/Rector/Minister or other suitable person whom the Governors may approach for a reference with regard to your religious commitment, if any. You should provide this reference if you are applying for a post in a Voluntary Aided school, or, where the details of the post request it, as a reserved teacher in a Foundation school.

Name \_\_\_\_\_

Name of church/place of worship \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No \_\_\_\_\_

**PART D: OTHER INFORMATION**

Please state where you learned of this vacancy. \_\_\_\_\_

\_\_\_\_\_

Are you to your knowledge, related to any member of the Governing Body or any holder of senior office in the school or at the Local Authority?

If Yes, please state the person(s) and the relationship(s). \_\_\_\_\_

\_\_\_\_\_

**Notes to applicants**

- Before signing this form please check that every section has been completed.
- The form and letter should be returned as instructed in the details of the post.
- Enclose a stamped addressed envelope if you wish us to acknowledge your application.
- You are reminded that this is an application for a post in a Church of England/Church in Wales Voluntary Aided school or a Foundation school in which the Governing Body is the employer. If you are appointed, the Contract you will be asked to sign includes the first paragraph of the following clause and may include parts of the second paragraph.
  - As a teacher in a Church of England/Church in Wales school you are required to have regard to the Christian character of the school and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation.
  - You are required, if called upon to do so by the Headteacher, to give religious education in accordance with the doctrines of the Church of England/Church in Wales and Trust Deed of the School. You are required to take part in and lead acts of religious worship, if required by the Headteacher.
- The successful applicant will be required to provide an Enhanced Disclosure from the CRB.

- The school's duty of care to the pupils requires that chronological information is sought. However, the selection process will be free of age-bias.

**Details of referees**

- One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children.
- The school will seek references on short-listed candidates, and may approach previous employers for information to verify particular experience or qualifications, before the interview.
- If you are currently working with children, on a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any penalty which is time expired, and whether you have been the subject of any child protection concerns, and if so, the outcome of the enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the relevant previous employer will be asked about those issues.
- References from relatives or friends writing solely as friends will not be accepted.

**DECLARATION**

I understand that under the terms of the Asylum and Immigration Act 1996 should I be short-listed for the post for which I am applying, I am required to provide for the governing body, as employer, an original document<sup>1</sup> showing my entitlement to work in this country.

I understand that appointment to this post is subject to a satisfactory Enhanced Criminal Records Bureau disclosure. I also understand that, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and subsequent amendments, I am required to disclose any record I may have of criminal convictions, and to attach details of such convictions.<sup>2</sup>

I declare that I am not on List 99, or disqualified from working with children, or subject to any sanctions imposed by a regulatory body (such as a General Teaching Council).

I certify that all information given by me on this form and in supporting documents is correct to the best of my knowledge, that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold.

I understand that my name will be withdrawn from the list of candidates if, prior to appointment, I am found knowingly to have omitted or concealed any relevant fact about my eligibility for the post, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice.

To the best of my knowledge and belief the information supplied by me on each section of this form is correct.

I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.

Signed _____ Date _____
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<sup>1</sup> Acceptable documents include: National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country.

<sup>2</sup> Please note that information about criminal convictions will remain confidential and will not be used to determine your general suitability for employment. However, it will be made available to the panel should you be selected by them for appointment.



**PART E: ADDITIONAL INFORMATION – STRICTLY CONFIDENTIAL**

This section of the form seeks additional information pertinent to your application. It will be removed before short listing and will not be seen by any members of the selection panel.

Access to this information will be limited to staff involved in the administration of the appointment process who need it for equal opportunities monitoring purposes or to take action based upon the information provided.

POSITION APPLIED FOR: \_\_\_\_\_

Family name \_\_\_\_\_ Title \_\_\_\_\_

Other names in full \_\_\_\_\_

\_\_\_\_\_ Preferred name \_\_\_\_\_

Former name(s) \_\_\_\_\_

Date of birth \_\_\_\_\_

**MEDICAL HISTORY**

Please state, with dates, any serious illnesses or operations you have had: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you suffer from recurring ailments? If Yes, please specify:

\_\_\_\_\_

\_\_\_\_\_

Have you been absent from your employment through illness for more than 5 days in the last twelve months?

If Yes, please give details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DISABILITY**

Do you consider that you have a disability, as defined by the Disability Discrimination Act 1995, which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities?

If yes, please give brief details of the disability and any adjustments which you consider would need to be made to enable you to carry out the duties of a registered teacher. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please continue on a separate sheet if necessary.)

**EQUAL OPPORTUNITIES MONITORING SHEET**

This section of the form is for equal opportunities monitoring purposes and will be removed before short listing. It will not be used in any way as part of the selection process.

**GENDER (PLEASE SPECIFY)** \_\_\_\_\_

**PLEASE INDICATE YOUR CULTURAL/ETHNIC ORIGINS**

This information is included as part of the duty of the school to promote race equality and to ensure equal opportunities for all staff and is recommended by the Commission for Racial Equality ([www.cre.gov.uk](http://www.cre.gov.uk)).

**White**

- British
- English
- Scottish
- Welsh
- Other: please write in
- Irish
- Any other White background: please write in

**Black, Black British, Black English, Black Scottish, Black Welsh**

- Caribbean
- African
- Any other Black background: please write in

**Asian, Asian British, Asian English, Asian Scottish, Asian**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background: please write in

**Mixed**

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed background: please write in

**Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh or other ethnic group**

- Chinese
- Any other background: please write in

**Prefer not to state**

**Religion**

Prefer not to state