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| **Application for Employment Part A:** Personal Information |

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| **Data Protection Act**: This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document, you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Trustees of the school in the first instance.  **Safeguarding:** Derby Diocesan Academy Trust are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate’s suitability, working with children within our schools. |

**1. Post applied for**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Name of School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.Personal Details**

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| --- | --- | --- | --- |
| **Surname:** |  | | |
| **Forenames:** |  | | |
| **Previous/other names:** |  | | |
| **Current address:** |  |  |  |
| **Postcode:** |  |  |  |
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|  |  |  |
|  |  |  |
|  | **DfE Number:** |  |
| **Tel. No.  (pref. mobile):** |  | **Date QTS achieved:** |  |
| **Email:** |  | | |

**4. Current and/or Previous Employment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of school and LA  (where appropriate) | F/T  P/T  or  Supply | Type\*  and  N.O.R. | Subjects/ age range that you taught | Grade/Scale | From | To |
| Please give full school  address and number on roll | Exact dates if possible | |
|  |  |  |  |  |  |  |
| Salary: £ | | | \*Nursery, Primary, Secondary, Special, Independent | | | |

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| Please state brief details of your current / most recent responsibilities: |
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**Previous posts (please list ALL previous employment since leaving full time education)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of School and LA  (where appropriate) | F/T  P/T  or  Supply | Type\*  and  N.O.R. | Subjects/Age Range Taught | Grade/Scale | From | To | Reason for Leaving |
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**5. Qualifications**

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| **Examinations taken** | | **School, College, University etc.** | | | **Grade** |
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| **Age range qualified to teach** |  | | **Subjects  qualified to teach** |  | |

**6.Other Activities**

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16 – please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

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| **Dates (from – to)** | **Activity** |
| - |  |
| - |  |
| - |  |
| - |  |

**7. Membership of Professional Bodies**

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| --- | --- | --- | --- | --- | --- |
| **Institute/Body** | **Grade** | **By Examination/Election** | | | |
|  |  | **Examination** |  | **Election** |  |
|  |  | **Examination** |  | **Election** |  |

**8. Declaration\***

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| --- | --- | --- | --- |
| * **The information contained in this form is true and accurate to the best of my knowledge. I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) disciplinary action, potentially summary dismissal and may amount to a criminal offence.** * **I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.** * **I consent to the School processing the information given on this application, including any sensitive personal information (as defined by legislation) which is held on the monitoring form and may be necessary during the selection / appointment process.** * **I consent to the School making direct contact with the people specified as my referees to provide a reference prior to interview. If consent is specifically withheld and a subsequent offer is made, this offer will be subject to the receipt of satisfactory references as well as other pre-employment checks.** | | | |
| **Signed:** |  | **Date:** |  |

* \*Please note that if you submit your form electronically, you will be asked to sign a copy of this form if invited to interview.

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| **Application for Employment Part B:** Meeting the Specification |

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**1. Relevant Experience**

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| This section forms the **main body of your application**. Please ensure that you refer to each of the main headings in the Person Specification in order to explain why you are applying for this job. It will assist the shortlisting panel if you are able to evidence each competence required at application stage, describing how your experience, knowledge, personal qualities and skills help to make you a suitable candidate. |
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| Please provide details and explain how this has supported your professional development. |
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**2. Job related training courses/seminars in the last five years**

**3. Outside interests and hobbies**

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| Please provide a brief description of your outside interests and hobbies. |
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