**Application for a Teaching Post**

**Please complete in black ink or type**

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| **School: The Khalsa Academy Wolverhampton** | | | | | | | | | |
| **If part time or job share, state preferred days/times** …………………………….……………...…….…..……………………………….. | | | | | | | | | |
| ***Personal Details* (Please complete in BLOCK CAPITALS)** | | | | | | | | | |
|  | | | | | | | | | |
| Surname: | | | | Previous Surname(s): | | | | | |
| First name(s): | | | | Title (Mr/Mrs/Ms/Miss/Other); | | | | | |
| Home address: | | | | Date of Birth: | | | | | |
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|  | | | |
| Tel: | | | |
| Mob: | | | |
| E-mail: | | | |
| Teacher Ref. Number: | | | |
| ***Qualifications, Training and Statutory Induction Period*** | | | | | | | | |  |
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| **Details of teaching qualification obtained or in progress** | | | | | | | | |  |
| **Full name and address of College, University or other Institution** | **Inclusive dates**  **Month & Year**  **From To** | | | | **Degree/PGCE/**  **Other** | | **Grade/Class (or**  **state if still in progress)** | **Main subject and age range** |  |
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| **Teacher Trainee Skills tests** | | | | | | | | |  |
| If you have passed any of the skills tests, please state dates | | | | | | | | |  |
| ***Date Numeracy passed*** | | ***Date Literacy passed*** | | | | ***Date ICT passed*** | | |  |
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| **Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) Status** | | | | | | | | |  |
| Please provide the date when QTS or QTLS was, or is expected to be awarded, if applicable:  QTS date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ QTLS date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For QTLS, please confirm whether you are a member of the IFL No Yes | | | | | | | | |  |
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| **National Professional Qualification for Headship (NPQH) (tick as applicable)** | | | | | | | | |  |
| Do you hold the NPQH? No Yes If **Yes**, date awarded …..…………………………………………………………………. | | | | | | | | |  |
| If **No**, are you working towards the NPQH? No Yes If **Yes**, expected completion date …………..…...………………….. | | | | | | | | |  |

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| **Details of degrees/diplomas and any other qualification obtained or in progress** | | | | | | | | | | | | | | | | | | |
| **Full name and address of College, University or other Institution** | **Inclusive dates Month & Year** | | | | | | | **Degree/Course title** | | | | **Grade/Class (or state if still in progress)** | | | | **Main subject** | | |
| **From** | | | | **To** | | |
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| **Secondary School(s) or equivalent** | | | | | | | | | | | | | | | | | | |
| **Full name and address of School/College** | | | | **Inclusive dates Month & Year** | | | | | | **Examinations passed** | | | | | | | | **Grades** |
| **From** | | | **To** | | | **Subject** | | | | | **Date** | | |  |
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| **Induction Period** | | | | | | | | | | | | | | | | | | |
| Have you satisfactorily completed the Statutory Induction Period? Yes No (Tick as applicable)  If ‘**No**’, please tick ONE box below to indicate the reason:  Induction Period not applicable (e.g. QTS obtained on or before 7.5.99, unqualified teacher) or  Induction Period not yet started (applying for first post as a qualified teacher) or  Induction Period partially completed or  Induction Period extended or  Induction Period failed | | | | | | | | | | | | | | | | | | |
| **Details of any Relevant Short Courses Attended in the past five years** | | | | | | | | | | | | | | | | | | |
| **Course Title and Organiser** | | | **Dates Attended** | | | | | | | | **Any Other Relevant Information** | | | | | | | |
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| **Please continue on a separate sheet if necessary** | | | | | | | | | | |  | | | | | | | |
| ***Details of Most Recent Teaching Appointment*** | | | | | | | | | | | | | | | | | | |
| **Full name and address of Authority and School/College (or state if independent)** | | **Type and size of school** | | | | **Position**  **held** | | | **Full time/Part time** | | | | **Inclusive dates Month & Year** | | | | **Reason for leaving (if applicable)** | |
| **From** | **To** | | |
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| Current salary range and actual salary. Also indicate any allowance(s) awarded and level of payment ……….………….……………  ……………………………………………………………..…………………………………………………………………………....…..……….. | | | | | | | | | | | | | | | | | | |

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| ***Previous Teaching Appointments*** | | | | | | | |
| **Please complete with most recent appointment first, detailing gaps between appointments, e.g. bringing up family, time spent travelling, periods of unemployment etc.** | | | | | | | |
| **Full name and address of Authority and School/College (or state if independent)** | | **Type and size of school** | **Position**  **held** | **Full time/Part time** | **Inclusive dates Month & Year** | | **Reason for leaving (if applicable)** |
| **From** | **To** |
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| ***Previous Employment, Voluntary Work or Other Activities*** | | | | | | | |
| **Please complete with most recent employment/other activities first, detailing gaps between employment/other activities, e.g. bringing up family, time spent travelling, periods of unemployment etc.** | | | | | | | |
| **Employer/Organisation** | **Nature of business** | | **Position held** | **Full time/Part time** | **Inclusive dates Month & Year** | | **Reason(s) for Leaving** |
| **From** | **To** |
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| ***Personal Statement in Support of Application*** |
| In this section you are asked to detail, by providing evidence and/or examples, how your knowledge, skills and abilities, or any other factors, relate to the criteria listed on the Person Specification sent to you with the Job Information Pack. |
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| ***Referees*** | |
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| **Please list referees who can comment on your skills and abilities to carry out the duties of the post for which you are applying. One of these must be your current or last employer. If your employer is/was a school, the referee provided must be the Head teacher. (NB. If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children). You should be aware that referees will be asked about disciplinary/capability investigations or warnings. This may include requesting information on any capability proceedings undertaken within the last 2 years and the outcome. Referees will also be asked about other warnings in which the time penalty may have expired, if they relate to child protection issues. (They will not be asked to provide information on allegations proven to be false, unsubstantiated, unfounded or malicious).** | |
| (***a****)* Name | (***b***) Name |
| Address | Address |
|  |  |
|  |  |
|  |  |
| Tel: | Tel: |
| Fax: | Fax: |
| E-mail: | E-mail: |
| Status: | Status: |
| **Our normal practice is to take up references prior to interview. Can we contact referee (a)?**  **YES NO** | **Our normal practice is to take up references prior to interview. Can we contact referee (b)?**  **YES NO** |
| **(NB. If you do not allow us to take up references prior to interview, you should be aware that you may not be shortlisted).**  **State any date(s) inconvenient for interview:** | |
| ***Declaration*** | |
| **Do you have a close relationship with, and/or are you related to, any employee, worker, volunteer, Governor or anyone else connected with the School/PRU, or any Senior Officer or Councillor of Wolverhampton City Council?**  **YES NO (Tick as appropriate)**  **If YES, state details** …………………………………………………………………………..……….………………………………………...  **I understand that canvassing elected members of the Council, School Governors or School staff, directly or indirectly, for any appointment, will disqualify my application.**  **I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibition, sanctions, conditions or restrictions on my employment/work imposed by the Secretary of State or a regulatory body.**  **In accordance with the Data Protection Act 1998, I agree that information I have provided may be held and used for personnel reasons.**  **I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.**  **I hereby declare that information given on this form is complete and accurate.**  **Signature:** …………………………………………….……………………………………………………**Date:** …………...….…..…………… | |
| **Please return form to:** | |

**EQUAL OPPORTUNITIES**

***This sheet will be separated from your application form on receipt. The information you supply here plays no part in the selection process. It is used to monitor the effectiveness of our Equal Opportunities Policy. The information will be treated in the strictest confidence. Please complete A, B, C and D below and overleaf.***

**A. Please tick the appropriate box that best describes your ethnic origin. (For additional guidance, see notes below as indicated against each category).**

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **SUB-CATEGORY** | **Tick ONE Box only** |
| **White** | **White – British (See 1. below)** |  |
|  | **White – Irish** |  |
|  | **Any Other White Background (See 2. below)** |  |
| **Mixed/Dual Background** | **White and Black Caribbean** |  |
| **White and Black African** |  |
|  | **White and Asian (See 3. below)** |  |
|  | **Any Other Mixed background (See 4. below)** |  |
| **Asian or Asian British** | **Indian** |  |
|  | **Pakistani (See 5. below)** |  |
|  | **Bangladeshi** |  |
|  | **Any Other Asian Background (See 6. below)** |  |
| **Black or Black British** | **Black Caribbean** |  |
|  | **Black African (See 7. below)** |  |
|  | **Any Other Black Background (See 8. below)** |  |
| **Chinese (See 9. below)** |  |  |
| **Any Other Ethnic Group (See 10. below)** |  |  |

1. **English, Scottish, Welsh and Other White British.**
2. **Albanian, Bosnian-Herzegovinian, Croatian, Greek/Greek Cypriot, Greek, Greek Cypriot, Italian, Kosovan, Portuguese, Serbian, Turkish/Turkish Cypriot, Turkish, Turkish Cypriot, White European, White Eastern European, White Western European, White Other.**
3. **White and Pakistani, White and Indian, White and Any Other Asian Background.**
4. **Asian and Any Other Ethnic Group, Asian and Black, Asian and Chinese, Black and Any Other Ethnic Group, Black and Chinese, Chinese and Any Other Ethnic Group, White and Any Other Ethnic Group, White and Chinese, Other Mixed Background.**
5. **Mirpuri Pakistani, Other Pakistani, Kashmiri Pakistani.**
6. **African Asian, Kashmiri Other, Nepali, Sinhalese, Sri Lankan Tamil, Other Asian.**
7. **Angolan, Congolese, Ghanaian, Nigerian, Sierra Leonian, Somali, Sudanese, Other Black African.**
8. **Black European, Black North American, Other Black.**
9. **Hong Kong Chinese, Malaysian Chinese, Singaporean Chinese, Taiwanese, Other Chinese.**
10. **Afghan, Arab Other, Egyptian, Filipino, Iranian, Iraqi, Japanese, Korean, Kurdish, Latin/South/Central American, Lebanese, Libyan, Malay, Moroccan, Polynesian, Thai, Vietnamese, Yemeni, Any Other Ethnic Group.**

**B. I consider that I have a disability**

***YES NO*  If YES, please state details of your disability.**

***……………………………………………………………………………………………***

***……………………………………………………………………………………………***

***……………………………………………………………………………………………***

**C. AGE. Please tick one box to indicate relevant category**

***21 – 25 26 – 30***

***31 – 35 36 – 40***

***41 – 45 46 – 50***

***51 – 55 56 – 60***

***61 +***

**D. Where did you find out about this post? Please tick box or state as indicated.**

***Advert in Times Educational Supplement (TES)***

***Local newspaper in Wolverhampton***

***The Khalsa Academy Wolverhampton website***

***Other Please specify………………………………………………………….***