****

The Ninestiles Trust is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age (up to 65).

**JOB APPLICATION FORM – TEACHING POSTS**

\*Please refer to the attached Notes for Guidance before completing this Application

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. VACANCY DETAILS** | | | | | | | | | | | | | | | | | | |
| Position applied for: | | | |  | | | | | | | | | | | | | | |
| School |  | | | | | | | | | | | | | | | | | |
| Main Subject | | |  | | | | | | | Subsidiary Subject | | | | |  | | | |
| Other subject interests e.g. Sport, Music, Drama, Community Language.  Please give details opposite | | | | | | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **2. PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | |
| First name(s) | |  | | | | | | | | | Surname | | |  | | | | |
| Any previous name(s) | | | | |  | | | | | | | | | | | | | |
| Preferred title (if any) | | | | | |  | | Daytime phone number | | | | | | |  | | | |
| Evening phone number | | | | | |  | | | | | Mobile phone number | | | | | |  | |
| Email address | | |  | | | | | | | | | | | | | | | |
| Address |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | Postcode | |  | | | |
| Correspondence address if different from above | | | | | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Postcode | | | | |  | | | | | | Phone number | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | |
| DfES Number | | |  | | | | | Do you require a work permit? | | | | | | | | | YES / NO | |
| National Insurance Number | | | | | | |  | | | | | | | | | | | |
| Are you related to a councillor or employee of the Ninestiles Academy Trust? | | | | | | | | | | | | | | | | | | YES / NO |
| If yes, please provide details: | | | | | | | Name | |  | | | | | | | | | |
| Relationship | |  | | | | | | | | | Position | | |  | | | | |
| Department | |  | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3. GENERAL TEACHING COUNCIL REGISTRATION** | | | | | | | | | |
| Are you registered with the General Teaching Council? | | YES / NO | | | | GTC Number | | |  |
|  | | |  |
|  | | | | | | | | | |
| **4. APPLICANTS IN RECEIPT OF A PENSION** | | | | | | | | | |
| Are you in receipt of a Teachers’ Pension? | | | | YES | | | NO | | |
| If yes, from what date did it take effect and the type of pension you are receiving? i.e Actuarially Reduced Benefits, Premature Retirement, Ill Health | | | |  | | | | | |
|  | | | | | | | | | |
| **5. INDUCTION** | | | | | | | | | |
| Did you qualify as a teacher after May 1999?  If yes, where was the induction served? | | | | |  | | | | |
| Between what dates did you serve your induction? | | | | |  | | | | |
| Did you pass the induction? | | | | | YES | | | NO | |
| Do you have any period left to serve on your induction?  If yes, how much longer have you got to serve? | | | | |  | | | | |
| **Please attach copies of your induction reports for the period served.** | | | | | | | | | |
| Have you passed the numeracy and literacy Skills Test? | | | | | YES | | | NO | |
|  | | | | | | | | | |
| **6. EDUCATION DETAILS (SECONDARY – EARLIEST FIRST)** | | | | | | | | | |
| Dates  From / To | Name of School/College | Subjects | Type of exam | | | Grades | | | Date gained |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7. EDUCATION DETAILS (FURTHER/HIGHER EDUCATION – EARLIEST FIRST)** | | | | |
| Dates  From / To | Institution/s Attended | Cert, Diploma, Degree, Higher Degree | Class/Div Obtained | Date Gained/Expected |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **8. Experience – previous career and other** | | | | | | | | | |
| Please complete the following starting with your current employment and include all employment including non-teaching. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18. Failure to provide the correct and accurate information may result in an incorrect salary assessment.  **If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.** | | | | | | | | | |
| Date | | Employers Name | Employers Address | Position Held | Salary of current or most recent teaching position | F/T  P/T | Prop.  of Hrs | Responsibilities (please indicate type and size of school, subjects and ages taught) | Reason for Leaving/Reason for break in employment |
| From  Mth/Yr | To  Mth/Yr |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **9. IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT (EARLIEST FIRST)** | | | | | | | |
| DATE/S  From / To | Organising Body | | Course Title | | Length of Course | | |
|  |  | |  | |  | | |
|  |  | |  | |  | | |
|  |  | |  | |  | | |
|  |  | |  | |  | | |
|  |  | |  | |  | | |
|  |  | |  | |  | | |
|  |  | |  | |  | | |
|  |  | |  | |  | | |
|  |  | |  | |  | | |
|  |  | |  | |  | | |
|  | | | | | | | |
| **10. ARRANGEMENTS FOR INTERVIEW** | | | | | | | |
| If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise?  (Delete whichever is applicable) | | | | | | | YES / NO |
| If YES please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc). | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **11. REFERENCES** | | | | | | | |
| Please give the name of two referees (one of whom should be your current or most recent employer):- | | | | | | | |
| Name | |  | | Name | |  | |
| Address | |  | | Address | |  | |
|  | |  | |  | |  | |
| Post code | |  | | Post code | |  | |
| Phone number | |  | | Phone number | |  | |
| E mail | |  | | E mail | |  | |
| Relationship to you | |  | | Relationship to you | |  | |
|  | |  | |  | |  | |

|  |
| --- |
| **12. OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| (Please continue on a separate sheet if necessary – no more than 2 sides of A4 paper) |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **13. DISCLOSURE** | | | |
| **Rehabilitation of Offenders Act 1974 (exceptions) Order 1975** | | | |
| IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18 | | | |
| The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, including cautions, for any offence (not just those involving children) which for other purposes are “spent” under the provisions of the Act. You should disclose in this section any previous convictions. Failure to disclose any previous convictions could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application. | | | |
| **Enhanced checks are carried out by the Disclosure and Barring Service.** | | | |
| Date | Type of Offence | Sentence / Fine Imposed | Comments |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | | | |
| **14. DATA PROTECTION ACT** | | | |
| The information collected in the form will be used in compliance with the Data Protection Act 1998. The information is being collected by the Personnel and Equalities Division for the purpose of administering the employment and training of employees of the Education Service. The information may be disclosed, as appropriate, with in the Education Service, to school governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education and Skills, to the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies. You should also note that we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds. | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **15. CONFIRMATION OF DETAILS** | | | | | |
| I hereby certify that all the information given on this form is correct to the best of my knowledge and that all the questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may render my application invalid. | | | | | |
| Signature |  | | | Date |  |
|  |  | | |  |  |
| Print Name | |  | | | |
|  | | | | | |
| **16. RETURN ADDRESS** | | | | | |
| Please return to: | | | Komrun Bibi | | |
|  | | | Ninestiles Academy Trust | | |
|  | | | Hartfield Crescent | | |
|  | | | Acocks Green | | |
|  | | | Birmingham | | |
|  | | | B27 7QG | | |
|  | | |  | | |
| Email: | | | recruitment@ninestiles.org.uk | | |