

### Employment Application Form: Teaching

***The Governing Board is committed to safeguarding and promoting the welfare of children***

***and young people and expects all staff and volunteers to share this commitment.***

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected or a withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form electronically or in black ink. **Please note**: CV’s are not accepted without a completed application form.

###### Part 1

|  |  |
| --- | --- |
| **Vacancy Job Title** |  |

**1. INFORMATION FOR SHORTLISTING AND INTERVIEWING**

Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname or Family name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. LETTER OF APPLICATION: Please complete a statement with this application of no more than 2 sides of A4 pages (enclosed with this application) outlining why you feel your experience and personal attributes are suitable for this position

**3. PRESENT / LAST APPOINTMENT: IF TEACHING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualified Teacher Status: | Yes |  | **Teacher Reference Number:** |  |
| No |  |

|  |  |
| --- | --- |
| **Name, address and telephone number of**  **school** |  |
| **Type of school** | Boys Girls Mixed Age range Number on Roll |
| *e.g. Community, Aided, Foundation, Academy, Free School, Independent etc.* |
| **Job title** *please enclose a copy of your* Current job description where possible |  |
| **Subjects/age groups taught** |  |
| **Date appointed to current post** |  |
| **Current salary and Scale point** |  |
| Date available to begin new job |  |

**4. PRESENT / LAST APPOI NTMENT: IF NON-TEACHING**

|  |  |
| --- | --- |
| **Name, address and telephone number of**  **Employer** |  |
| **Job title** *please enclose a copy of your current job description where possible* |  |
| **Date appointed to current post** |  |
| **Current Salary** |  |
| **Date available to begin new job** |  |

**5. FULL CHRONOLOGICAL HISTORY** Please provide a full history in chronological order since leaving secondary education

Including, periods of any post-secondary education/training, and part-time and voluntary work as well as full time

employment with start and end dates, explanation for periods not in employment or education/training, and reasons for leaving employment. (Please use continuation sheet if necessary).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title**  **or Position** | **Name and address of school,**  **other employer, or description of activity** | **Number**  **on roll and**  **type of**  **school, if**  **applicable** | **F/T**  **Or**  **P/T** | **Dates** | **Reason**  **for**  **leaving** |
| **From**  **To** |
| **Mth Yr Mth Yr** |

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**6.** **SECONDARY EDUCATION & QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School/College** | **From** | **To** | **Qualifications Gained with Date** |
|  |  |  |  |

**7. HIGHER EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Names and Addresses of**  **University or College and/or**  **University Education Department** | **Dates**  **From To** | **Full or**  **Part-time** | **Courses/subjects taken**  **and Passed** | **Date of**  **Examination**  **and**  **Qualifications**  **Obtained** | **Age**  **Groups**  **for**  **which**  **Trained** |
|  |  |  |  |  |  |

**8. PROFESSIONAL COURSES ATTENDED AS A TEACHER: Please list relevant courses attended in the past 3 years.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Organising Body** | **Date(s)** | **Duration** |
|  |  |  |  |

**9. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

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| --- |
|  |

**PERSONAL STATEMENT**

**Please type below**

**PERSONAL STATEMENT**

**Continue below if necessary**

**10. REFEREES**

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent

headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent

employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in

which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome

of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity

capacity of friends.

**Please note that for school roles we normally take up references for all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview**.

**First referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

**Second referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
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| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

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**PART 2** Internal Ref. No. \_\_\_\_\_\_\_\_\_\_

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

**11.** **PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1. **Summary or family name** |  | |
| **2. All previous surnames** |  | |
| 1. **All forenames** |  | |
| 1. **Title** |  | |
| 1. **Current Address** | |  |
| 1. **Postcode** |  | |
| **7. Resident at this address since** |  | |
| **8. Home telephone number** |  | |
| **9. Mobile telephone number** |  | |
| **10. Date of birth** |  | |
| **11. Email address** |  | |
| **12. DfE reference number** |  | |
| **13. National Insurance Number** |  | |
| **14. Did you qualify as a teacher after**  **May 1999?** | **Yes No**  **If Yes, in which school was induction completed?** | |
| **15. Have you ever been subject to a child protection investigation by your employer or the General Teaching Council or Independent Safeguarding Authority?** |  | |
| **16. Are you subject to any legal restrictions in respect of your employment in the UK?** |  | |
| **17. Do you require a work permit?** |  | |
| **18. Do you have a current full driving licence?** |  | |
| **19. Are you related to or have a close personal relationship with any pupil, employee or governor?** |  | |
| **20. NQTs ONLY:**  **Have you provided evidence of passing the Skills Tests? *Please tick or cross*** | **Numeracy**  **Literacy** | |
| **21. Are there any special requirements which**  **we can make for you if you are called for an**  **interview and/or work based assessment** | **Yes No**  **If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape** | |

**12. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-**

**OVERS**

If you are shortlisted you will be required to complete a ‘Disclosure of Criminal Record’ form and bring the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is once which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a ‘regulated position’ under the Criminal Justice & Courts Services Act 2000.

**13. DATA PROTECTION ACT 1998**

The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.

**14. NOTES**

1. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a ‘regulated position’.
2. Canvassing, directly or indirectly, an employee or governor will disqualify the application.
3. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and maybe required to undergo a medical examination.

**15. DECLARATION**

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

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**Signature of Applicant Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name**

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**PART 3**

**Equality and Diversity Monitoring Form**

The information you enter on this Equality and Diversity monitoring form will be used

for monitoring only and will not be used for any other purpose.

**Monitoring Information**

As an organisation we are required to collect details about an employee/applicant’s age, gender, ethnicity, religious beliefs and disabilities. This is to ensure they meet their statutory requirements and to encourage the recruitment of a diverse workforce that represents the communities they serve. This information is collected to fulfil that obligation.

The Academy is committed to equal opportunities. No employee or applicant will be discriminated against on the grounds of colour, race, ethnic origin, age, disability, gender, sexual orientation, marital status, or religion.

This section will be separated from part 1 and part 2. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process.

Please complete and return to Jo Ridler, HR & Office Manager, at your earliest convenience.

|  |  |  |
| --- | --- | --- |
| **Date of Birth** | | |
| day | month | year |
| **Gender** | | |
| □Male  □Transgender Male | □Female  □Transgender Female | □I do not wish to disclose my gender |
| **Marital Status** | | |
| □Single  □Widowed  □ Civil Partnership | □Married  □Separated  □ Divorced | □Partner  □Prefer not to say |
| **Age** | | |
| □16-24  □45-54 | □25-34  □55-64 | □35-44  □65+ |

**Nationality:** I would describe my ethnic origin and nationality as: *(please tick)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ethnic origin**  **White** | **Ethnic origin**  **Mixed** | **Ethnic origin**  **Asian & Asian British** | **Ethnic origin**  **Black & Black British** | **Ethnic origin**  **Chinese or other**  **ethnic group** |
| □British  □Irish | □White & Black Caribbean  □White & Asian  □White & Black Africa | □Indian  □Bangladesh  □Pakistani | □Caribbean  □ African | □Chinese |
| Any other  please state: | Any other  please state: | Any other  please state: | Any other  please state: | Any other  please state: |

**Sexual Orientation**

|  |  |
| --- | --- |
| *Please select the option which best describes your sexuality (please tick)* | |
| □Lesbian/Gay Woman  □Bisexual | □Heterosexual  □Gay Man  □I do not wish to disclose my sexual orientation |

**Religious Belief**

|  |  |
| --- | --- |
| *Please select the option which best describes your religious belief (please tick)* | |
| □Atheism  □Sikhism  □Buddhism  □Jainism  □Christianity | □Hinduism  □Islam  □Judaism  □Other  □I do not wish to disclose my religion/belief |

**Disability**

Under the Equality Act 2010 the definition of the protected characteristic of disability is:

“a person has a disability if s/he has a physical or mental impairment which has a substantial and long term adverse effect on that person’s ability to carry out normal day to day activities”.

|  |  |
| --- | --- |
| Do you consider yourself to have a disability? | |
| □Yes  □No | □I do not wish to disclose this information |
| If yes, please tick the type of impairment which applies to you (you may tick more than one type) | |
| □Specific learning disability, such as  dyslexia or dyspraxia  □General learning disability, such as  Down’s syndrome  □Cognitive impairment, such as  autistic spectrum disorder or resulting  from head injury  □Deaf or serious hearing impairment  □Other type of disability | □Long standing illness or health condition,  such as cancer, HIV, diabetes, chronic  heart disease or epilepsy  □Mental health condition, such as  depression or schizophrenia  □Physical impairment or mobility issues,  such as difficulty using arms or using a  wheelchair or crutches  □Blind or serious visual impairment |

I understand that this information will be kept on manual and computer files in accordance with data protection legislation and codes of practice and that I can amend or change the details at any time via the HR & Office Manager.

I agree that this information may be processed for the purposes described in the accompanying notes.

|  |  |
| --- | --- |
| Name: | Job Title: |
| Department: | Date: |