The Scholars' Education Trust

Job Application Form
(Teaching)

Post Applied for:	
School (s)	

PLEASE COMPLETE ALL SECTIONS IN BLACK TO FACILITATE PHOTOCOPYING
You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).

1 Personal details			
Surname:		Preferred Title:	
First name(s):		Previous surname:	
Home address: Post code:		Present address: *(if different)* Post code:	
Telephone (home):		Telephone (work):	
Telephone (mobile):		e-mail:	
Date of Birth:			
National Insurance No.:		DfE Reference No.:	
Date of Recognition*:			
***If this would be your first teaching appointment please attach a copy of your letter from the DfE granting you Qualified Teacher Status.**			

2 Current employment *(If you are not currently employed as a teacher please give details as appropriate)*			
Name of establishment:		Employer:	
Type of school:		Age range:	
Post held:		Date appointed:	
Main scale point/UPS:		Total annual salary:	
TLR allowance:		Date available to start:	
Additional Payments:			
Teaching subjects:			
Reason for Leaving:			

3 Previous employment in education *List in chronological order, earliest to latest, with precise dates.*

From	To	Name of school	Type (Comp, select, mixed)	Post and scale	FT /PT	Reason for Leaving

4 Education (higher) *List all higher qualifications including degrees and post graduate qualifications*

From	To	University	FT/PT	Qualification awarded				Date of award
				Degree	Subject	Class	Division	
				PGCE	Main subject	Second sub	Key stages	

5 Education (secondary)

From	To	Establishment(s)

5a Examination results – LEVEL 3 (school/college) *Give details of all qualifications obtained*

Date	A-level or other	Subject	Results/Grade

5b Examination results – LEVEL 2 (school) *Give details of all qualifications obtained*

Date	GCSE or other	Subject	Results/Grade

6 Other qualifications obtained and any relevant INSET attended in the last 3 years		
Date	Course and organising body	Qualification

7 Previous employment outside education *List in chronological order, earliest to latest, with precise dates.*				
From	To	Establishment name and type	Post and responsibilities	Reason for Leaving

8 Periods not accounted for in previous sections since age 18 *Give all details*		
From	To	Details

9 Leisure interests *State briefly what your main leisure interests are, particularly if they are relevant to teaching.*

10 References *Give full details of two referees who may be approached now. Relatives/friends are NOT acceptable. (If you are currently employed as a teacher, your main referee **must** be your present headteacher) Email addresses are essential*			
Name:		Name:	
Status:		Status:	
Establishment:		Establishment:	
Address:		Address:	
Telephone:		Telephone:	
e-mail:		e-mail:	
If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.			

11 Other information	
From what source did you learn of this vacancy?	
Are you a relative or partner of any employee or governor of the School?	Yes/No
If yes, please give details: ……..	
Has someone else completed this form on your behalf?	Yes/No
If yes, please provide the person's name and an explanation:	

12 Rehabilitation of offenders act	
This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offenders Act 1974. Applications are not, therefore, entitled to withhold information about convictions, which for other purposes are 'spent' and in the event of appointment, failure to disclose such convictions could result in dismissal or disciplinary proceedings by the school. Any information will be treated confidentially.	
Have you ever been convicted of a criminal offence by a Court of Law?	Yes/No
If yes, please attach details in a sealed envelope, including the offence and the date:	

13 Declaration
I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.
Signature:
Date:

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)

YOU NOW NEED TO COMPLETE A LETTER OF APPLICATION