



OFFER / REGRET Date:

Date of Commencement:

Position:

Signature:

CONFIDENTIAL

www.theskiptonacademy.co.uk

JOB APPLICATION FORM

Please complete the form in **BLOCK CAPITALS** and **BLACK INK** (Tick/Delete where appropriate)

1. VACANCY INFORMATION

Application for the post of:

How did you hear about this position?:

Post Reference:

Closing Date:

2. PERSONAL INFORMATION

Title: Mrs / Miss / Ms / Mr / Dr / Rev / Sir / Prof

N.I. No.

Surname:

Home Telephone:

Surname at Birth:

Business Telephone:

Forename(s):

Mobile:

Home Address:

Email:

Post Code:

Do you hold a full current UK driving licence?

☐ Yes☐ No

Do you own or have the use of a car?

☐ Yes☐ No

Do you hold a work permit (Non-EAA National)

☐ Yes☐ No

3. REFERENCES

Please nominate two referees. If you are in, or have just completed full-time education, one referee should be from your school or university. If in employment, one referee should be your present employer. You should not nominate relatives. Unless you specifically request otherwise, references will automatically be taken up if you are shortlisted.

Please indicate with a cross in the box if you do not wish references to be taken up from your current employer. ☐

Name:

Name:

Address:

Address:

Telephone:

Telephone:

Email:

Email:

Referee's Position:

Referee's Position:

FOR OFFICE USE ONLY

Include any current studies, and, if appropriate, membership class and entry date for professional bodies.

Dates Attended From To	Educational Establishment/Institute	Qualification obtained or being studied for/ Level of membership	Result/Grade

Training/Continuing Professional Development:

Give brief details of continuing professional development/training courses you have attended which may be relevant to the post for which you are applying:

[illegible]

There is a requirement for every teacher to be registered with the General Teaching Council. Newly qualified teachers and qualified teachers returning to teaching following a break of at least one term are required to be registered within 4 weeks of taking up a teaching post. For further details please contact the General Teaching Council on 0870 001 0308 or www.gtce.org.uk

Please provide your DCSF reference number

Date achieved Qualified Teacher Status (QTS) / /

Have you completed Newly Qualified Teacher (NQT) induction period? ☐ Yes ☐ No

If Yes, date completed (NQT) / /

Name and address of current or most recent employer:

Name: _____

Address: _____

Post Code:

Telephone: _____

Workplace/Office Address, if different:

Name: _____

Address:

Post Code:

Telephone: _____

Employment Details:

Your Position:

Dates (From/To): /

Salary/Rate of Pay:

Hours per Week:

Main duties, responsibilities and experience gained:

Reason for leaving/wishing to leave:

Notice Required: Weeks / Months

Weeks / Months

7. EMPLOYMENT HISTORY

Most recent first, continue on an additional sheet if necessary. Teaching posts should include industrial and teaching experience.

Dates From	To	Job Title and Employer	Duties and Responsibilities	Reason for Leaving

8. ADDITIONAL INFORMATION

You are invited to provide any further details in support of your application which demonstrate how your qualifications and experience meet the requirements of the post for which you are applying or which you feel are of interest or relevance. Please be concise and attach the post reference and your name to any continuation sheets - **only two additional sides of A4 will be accepted. APPLICANTS SHOULD NOT SUBMIT THEIR CURRICULUM VITAE.** Please also indicate your availability should you be contacted for interview.

9. DECLARATION

Previous Convictions:

The post you have applied for is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to declare any previous convictions, bind-over orders or cautions. A disclosure certificate via the Criminal Records Bureau will be required should your application be successful. This information will not automatically preclude you from employment and any information given will be treated as confidential. Please state brief details below.

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I understand that if I am offered a post the information submitted in my application will form the basis of my contract of employment with The Skipton Academy and that if it is subsequently discovered that I have wilfully or negligently given false information, or withheld information, I will be liable to immediate dismissal and may be prosecuted. I understand that canvassing, directly or indirectly, will be a disqualification.

I consent to the information in this application being processed under the terms and principles of the Data Protection Act 1998.

Signature of Applicant:

Date:

Completed application forms should be returned by the closing date to the following address:

FAO Vicky O'Keefe, PA to the Leadership Team
The Skipton Academy, Gargrave Road, Skipton, North Yorkshire. BD23 1UQ
Tel: 01756 792 965/792 407

In the interests of economy and efficiency we do not acknowledge receipt of application forms.
You will only be contacted if your application has been successful and you are subsequently invited for interview.