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**Teaching Appointment (Schools)**

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| Post applied for: |

# PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry):

If you wish to submit a curriculum vitae, **in addition**, you may do so.

When fully completed, please return the form either as an email “Word” attachment or by post.

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| **PERSONAL DETAILS (block capitals please)** | |
| Surname/Family Name | Preferred Title |
| First Name(s) | Date of Birth |
| Home Address | National Insurance No. |
|  |  |
| Postcode |  |
| Telephone (Home) |  |
| (Mobile) | E-mail |

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| **CURRENT EMPLOYMENT** (if you are not employed as a teacher please give details as appropriate) | | |
| Name of Establishment | Employer | |
| Type of School\* | Number on Roll | Key Stage |
| Post Held | Date Appointed | |
| Total Annual Salary | Full/Part-Time  (if P/T show fraction of Full-Time, e.g. 1/2, 3/5) | |
| TLR/Other Allowance (Grade and value) |
| \*e.g. Primary, Voluntary Aided, Girls/Boys, Comprehensive, Independent | | |

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| **PREVIOUS EMPLOYMENT DETAILS** | | | | | | | | | | | | |
| Please list in chronological order, with precise dates if possible as this information may be used to assess salary.  For periods of part-time employment the fraction of full-time should be shown (e.g. 1/2, 3/5) or the average hours per week for hourly paid appointments. | | | | | | | | | | | | |
| a. In Education (Short-term Supply teaching appointments need not be listed by individual schools) | | | | | | | | | | | | |
| Employer and Establishment | | Post and Grade | Type of School | Number on Roll | Key Stage | F/T or P/T | From | | | To | | |
| D | M | Y | D | M | Y |
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| b. Outside Education | | | | | | | | | | | | |
| Employer | Post | | | | Full/Part Time | | From | | | To | | |
| D | M | Y | D | M | Y |
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| HIGHER EDUCATION ESSENTIAL INFORMATION | | | | | | | |
| Please include details of your Higher Education qualifications, including the name of the establishment, dates, qualifications and grade/result. Where this includes a teaching qualification please include information about subject and Key Stage. | | | | | | | |
| Establishment & Qualification | From | To | Full/Part Time | Qualification Awarded | | | |
| Degree | Class | Division | Date of Award |
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| Teachers DfE No. |  | | | | | | |

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| **SECONDARY SCHOOL EDUCATION** | | |
| Establishment(s) | From | To |
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| Examinations (for **first teaching appointment** please give details of ‘A’ levels and GCSEs, or equivalent i.e. Subject, Date, Result/Grade) | | |

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| OTHER QUALIFICATIONS OBTAINED | | |
| Course and Organising Body | Date | Qualification |
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| **SECOND SUBJECT** (please state up to what key stage you could teach a second subject): |

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| **PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 (please give details)**  **NB For Safeguarding it is essential that across this section and your Employment History/Higher Education sections we have a full schedule covering the time when you left secondary education right up to date** | From | | | From | | |
| D | M | Y | D | M | Y |
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| **IN-SERVICE TRAINING** | |
| Please give details of courses relevant to this post attended within the last three years. | Date |
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| REFERENCES | | |
| Please give the names, addresses and status of two referees who may be approached now. (If you are currently employed as a teacher, the first referee **must** be your present Headteacher). | | |
| 1 | Name | Status |
| Address | Telephone STD Code |
|  | **email** |
| 2 | Name | Status |
| Address | Telephone STD Code |
|  | **email** |
| 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. | | |

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| Pre-employment Checks | Y/N |
| 1. Are you subject to any legal restrictions in respect of your employment in the UK?   You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service. |  |
| 1. Are you, to your knowledge, related to or have a close relationship with any Member, Director, Officer or School Governor of the Trust? |  |
| 1. Are you subject to a sanction or have you been at any time barred from working with children or vulnerable adults by the DfE, GSCC or been placed on List 99, POVA or PoCA? |  |
| **If you have answered 'yes' to questions 1, 2 or 3, please give details below:** |  |
| 1. The post you are applying for is exempt from the 'Rehabilitation of Offenders Act 1974’. You are required to declare any convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/ cautions or reprimands, which are not protected, even if they are considered ‘spent’.   Do you understand the above and agree to declare this information?  If you have any such information to declare you must complete and return the separate DBS Declaration Form on the Vacancies page of our website. |  |
| **Health** If you are successful in this application your appointment to this post will be subject to medical clearance. | |

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| From what source did you learn of this vacancy?. |

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| I hereby certify that the information given above and overleaf is correct to the best of my knowledge. |
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| Signature Date. |
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| **LETTER OF APPLICATION** You are asked to submit a separate letter of application on white A4 paper, indicating how previous or current responsibilities and/or experience are particularly relevant to this post. |