[](http://www.hartschool.org.uk/)

**TEACHING APPLICATION FORM**

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| **Application Details** | |
| **Application for the post of:** |  |

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| **Personal Details** | | | | | |
| **Surname:** |  | | **DfE Ref No:** | |  |
| **Title (Mrs Miss, Ms, Mr, Dr, other):** |  | | **GTC Registered (Yes/No):** | |  |
| **First names:** |  | | **Date of gaining QTS:** | |  |
| **Previous Name(s):** |  | | **Are you eligible to work in the UK?** | |  |
| **Contact address:** |  | | **Email address:** | |  |
| **Home telephone no:** | |  |
| **Postcode:** |  | | **Work telephone no:** | |  |
| **National Insurance No:** |  | | **Mobile no:** | |  |
| **Have you passed your skills’ tests? (Trainees only)** | **Numeracy** |  | **Literacy** |  |

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| **Present Post** | | | |
| **Present Post (Title):** |  | **Date Appointed:** |  |
| **Name and Address of School:** |  | **Type of School:** |  |
| **Age range:** |  | **NoR:** |  |
| **Salary/wage:** |  | **Notice required:** |  |
| **Please state briefly your main duties and responsibilities and your position within the organisation. If you are no longer in this job, please state the reason for leaving:** | | | |
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| **Education and Training** | | | |
| **A. Training as a teacher** | | | |
| **Name of Teacher Training Institution:** |  | | |
| **From: (Month)/(Year)** |  | **To: (Month)/(Year)** |  |
| **Qualification obtained:** |  | | |
| **Subjects, main and subsidiary:** |  | | |
| **Age range of pupils:** |  | | |

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| **University, College, other institutions**  Provide dates and state whether part-time or full-time courses: | | | |
| **Name of institution:** | | **From: (Month/Year)** | **To: (Month/Year)** |
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| **University, College, other institutions**  Provide dates and state whether part time or full time courses: | | | | | |
| **Degree/Diploma Title:** | | **P.T./FT.** | **Subjects Main and Subsidiary:** | **Hons** (with class) **or pass grade:** | **Date of Award:** |
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| **Secondary Education** | |
| **Name of institution (provide dates):** | |
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| **Academic qualifications** (provide subjects, grades and dates): | |
| **‘O’ Level, GCSE (or equivalent):** | |
| **GCE ‘A’ Levels (or equivalent):** | |

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| **Career History** | | | | | | |
| Please provide details of **all** full-time and part-time work including particulars of all paid an unpaid work after the age of 18. For example, commercial experience; raising a family; youth work; voluntary work; VSO; work overseas. Complete the columns working backwards from the present date. **Please leave no gaps.** | | | | | | |
| **Dates FROM: (M)/(Y) TO: (M)/(Y)** | **Job title, employer, school name, address:** Type of business or activity | **Age Range:** | **Approx. school roll:** | **Salary scale** Include responsibility points: | **PT/FT** State proportion: | **Reasons for leaving:** |
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| **Disciplinary Procedures** | | | |
| **Have you ever been subject to formal capability or disciplinary procedures?**  **If YES, please indicate the outcome:** | | | |
| **Yes/No** |  | **Outcome:** |  |

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| **Sickness Absence Details** | | | |
| **Please note that in accordance with the Data Protection Act 1998, all sensitive information will be used in connection with this application process only. Please give details of sickness absence during the last 24 months.** | | | |
| **Number of days:** |  | **Number of occasions:** |  |
| **Reason(s) for absence(s):** | | | |

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| **Breaks in Employment History** |
| **If you have had any breaks in employment since leaving school, please provide details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training, long periods of sickness etc**. |
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| **In-service Training and Development** | | | |
| **Provide details of relevant courses and training undertaken in the last five years:** | | | |
| **Dates and duration:** | **Title of course / training  (including home study and distance learning):** | **Name of provider** e.g. LA, College etc: | **Qualification obtained (if any):** |
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| **References** | | |
| **Please provide the names, addresses and email addresses of two employment referees who can be contacted regarding your professional ability for the post. One of the referees much be the Chair of Governors or the Headteacher of your present or most recent school. Reference requests will be made by email and will be taken up before an offer of employment is made. It is the candidate’s responsibility to ensure that referees are made aware that they will be contacted and of the timescales required for providing references.** | | |
| **1.** | **Name: Title: Relationship to applicant:** | **Address: Email: Telephone number:** |
| **2.** | **Name: Title: Relationship to applicant:** | **Address: Email: Telephone number:** |

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| **Applicant statement** |
| **Using the job description and person specification:**   * Please provide details about those aspects of your experience or skills that are relevant to this post. * Using examples, explain how your ability, skills and knowledge match those required for the post. * Please write about your experience in previous employment and also other interests outside work.   **Please keep your statement to 2 sides of A4, minimum font size – Arial 10.** |
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| **Disclosure of Relationship** |
| **Are you related by marriage, blood or as a co-habitee to any existing member of staff within The Hart School, or a Local Governing Body Member within the Creative Education Trust?**  **Please answer YES or NO:** |
| **If yes, please state the name, relationship and position held:** |
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| **Protection of children** We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. | | | |
| **Disclosure of any criminal background of those with substantial access to children is required.** | | | |
| **Have you ever received a bind-over order, reprimand, formal warning, caution or been convicted of a criminal offence? Please answer Yes or No in the box:** | | |  |
| **Answering YES does not necessarily ban you from appointment. If answering YES, you are required to give details, as the post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders’ Act 1974 by virtue of the Rehabilitation of Offenders’ Act 1974 (Exemptions) Order 1975 (as amended). A subsequent offer of appointment will be dependent upon the completion of a satisfactory enhanced criminal disclosure application form.** | | | |
| **Criminal convictions, cautions, reprimands or formal warnings** | | | |
| **Date:** | **Offence:** | **Sentence:** | |
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| **Declaration:** |
| I declare that all information provided by me as part of this application is true and complete to the best of my knowledge and belief. I understand that either withholding or giving false information will disqualify my application, or, if discovered after appointment, may be regarded as grounds for dismissal. |
| **Signature: Date:** |
| **The Academy is committed to safeguarding and promoting the welfare of children and young persons and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS)** |

**Please return your completed application to** [**hartschool@hays.com**](mailto:hartschool@hays.com)