



## Teaching Application Form

Position:

School:

Please complete all sections. Refer to the Job Description, Person Specification and Application Guidance Notes. Please note if you have not heard from us within 4 weeks of the closing date, you should assume that your application has been unsuccessful unless you are a newly qualified teacher (NQT).

Please state preferred Key Stage/s:

Please state year group/s you prefer to teach:

### Personal Details

Mr  Mrs  Miss  Ms  Other

Surname:

First Name(s)

Current Address:

Postcode:

Home Telephone:

Work Telephone:

Mobile:

Email:

### Eligibility to Work in the UK

Are you eligible to work in the UK/EEA?

Yes

No

Do you need a work permit or sponsorship certificate to work in the UK?

Yes

No

If yes, please clarify your status

Do you require leave to remain?

Yes  No

### Teaching Status

Date of Recognition as a Qualified Teacher:

Teacher Reference  
Number:

Have you completed a period of Induction?

Yes  No

If yes, date completed:

### Please indicate the areas in which You Are trained to teach:

Key Stage(s);

Primary Specialism Subject:

Number of Years Teaching  
Experience:

Number of Years Overseas Teaching  
Experience:

### Current Employment

Employer's Name:

Address:

Postcode:

Telephone Number:

Position Held (including KS and subject, enter NQT if applicable):

Grade:

Basic Salary:

Date From:

Leaving Date or Notice Required:

Reason for Leaving:

### Previous Employment

Starting with your most recent position detail all previous employment both paid and unpaid. Please provide details regarding any gaps in the employment history.

Continue on a separate sheet if necessary.

Name and address of previous employer	Position	From (month/year)	To (month/year)
Subjects / key stages taught	Age range	Reason for leaving	
Name and address of previous employer	Position	From (month/year)	To (month/year)
Subjects / key stages taught	Age range	Reason for leaving	
Name and address of previous employer	Position	From (month/year)	To (month/year)
Subjects / key stages taught	Age range	Reason for leaving	

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## Education

Please provide details of Secondary/Further/Higher Education

Include details of examinations, which have been or are about to be taken but results are not yet available. You will be required to provide original evidence of qualifications gained, if appropriate.

If overseas trained, please advise of UK comparability.

Secondary School:

Date from:

Date to:

Qualifications and grades obtained:

College/University/other:

Date from:

Date to:

Qualifications and training with grades obtained (if applicable):

College/University/other

Date from:

Date to:

Qualifications and training with grades obtained (if applicable):

**Professional Qualifications/Registrations**

Please provide details of any professional qualifications and membership of professional institutes that you hold.

Name of qualification and professional body:

Membership grade and number:

Date obtained:

Name of qualification and professional body:

Membership grade and number:

Date obtained:

**Professional Training**

Please give details of any training or relevant continuing professional development which supports your application.

Training/Course	Provider	Date

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## Supporting Statement

Please use this section to demonstrate how your skills and experience meet each of the points detailed on the person specification. You may find it useful to refer to the Application Guidance notes.

## Referees

Please give details of two referees who are in a position to provide a professional reference, one of which should be your current head teacher / line manager. Referees must not be friends or relatives. If you are not currently working with children, one referee must be from the organisation where you last did.

In line with safeguarding requirements references will be sought in advance of interviews. Previous employers will be asked to provide information regarding ability, performance and suitability to work with children. Referees will also be asked about any past disciplinary or capability issues or allegations relating to children and/or child protection.

### First Referee

Name:	Position:
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Business Address:
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Telephone Number:	
Relationship to Applicant:	Email Address:

### Second Referee

Name:	Position:
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Business Address:
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Telephone Number:	
Relationship to Applicant:	Email Address:

## Declarations

### Rehabilitation of Offenders Act 1974

The Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy statement.

If you've lived or worked outside of the UK in the last 5 years the Trust may need additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?

Yes  No

### **Relationships**

Are you related to, or have a close personal relationship with, any Trust Member, Trustee, Governor or member of staff?

Yes  No

If YES, please state their name and the position they hold.

Name:

Position held:

Name:

Position held:

### **Employee Referral Scheme**

If you have been referred for a vacancy as part of the Employee Referral Scheme please provide the name of your referrer:

### **Disability**

If you have a disability please tell us about any adjustments that we may need to make to assist you at interview.

### **Data Protection**

The Maritime Academy Trust collects, processes and stores data in line with the requirements of the General Data Protection Regulations (GDPR).

The information that you provide on this form will be used to process your application for employment. We process this information in line with our Job



Applicant Privacy Notice. If you succeed in your application for employment the information will be used in the administration of your employment with us.

Please tick the box to indicate that you provide consent for the Trust to hold, process and share your personal data in relation to the recruitment process.

You are under no obligation to provide your consent. However, if you do not consent to the Trust/school holding, processing and sharing your personal data during the recruitment process, the Trust/school may not be able to process your application.

### **Declaration**

I confirm that I have understood and will comply with the provisions concerning the disclosure of criminal convictions, that I do not appear on the 'Barred List' and am not subject to sanctions imposed by a regulatory body. I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 1998.

I certify that the information provided is true and accurate and that I have not omitted any facts, which may have a bearing on my application. I authorise the employer to check the information that I have supplied. I understand that falsification of qualification or information may lead to dismissal without notice.

**I authorise Maritime Academy Trust to check the information provided.**

Signed:

Date: