

Aspire | Commit | Succeed

**APPLICATION FOR A TEACHING APPOINTMENT**

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| **Job Title** |  |
| **Secondary Subject** |  |
| **Where did you see this post advertised?** |  |
| **Please return form to:** | **hr@alperton.brent.sch.uk** |
| **When could you take up duties if appointed?** |  |

**Please read all instructions carefully before completing this form. Please complete in full in type or black ink. We are unable to acknowledge applications. If you have not been contacted within 14 days of the closing date you can assume that your application has not been successful.**

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| **Part A – PERSONAL DETAILS** |
| **Title** |  |
| **First Name**  |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone number**  |  |
| **Email address**  |  |
| **If applicable, do you need a work permit to work in this country?** |
| [ ] YES | [ ] NO | [ ] N/A |
| **If you have a work permit, please state if there are any limitations / conditions / expiry date on the work permit.** |
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| **National Insurance Number** |  |
| **Please indicate if you have a disability you want the school to take into account** |
| [ ] YES | [ ] NO |
| **Please outline what assistance (if any) you need during the recruitment and selection process**  |
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| **Date of recognition as qualified teacher by the DfE** |  |
| **DfE No.** |  |
| **GTC No.** |  |
| **Have you successfully completed a period of induction / probation?** |
| [ ] YES | [ ] NO |
| **If yes, with which authority?** |  |
| **Date of completion of induction / probation?** |  |

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| **Part B – EDUCATION AND TRAINING** |
| **1. Secondary Education** |
| **Details of secondary / further education. Please list all schools, colleges, etc. which you have attended.** |
| **Name of establishment** | **Qualification gained** | **Grade** | **Dates** |
| **From** | **To** |
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**Please continue on a separate sheet if necessary. You will be asked to provide original proof of relevant qualifications if you are interviewed.**

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| **2. Higher Education / Teaching Qualifications** |
| **Details of higher education / teaching qualifications. Please list all colleges, universities etc. which you have attended.** |
| **Name of establishment****(school, university, etc)** | **Qualification gained & Subject** | **Grade/ Class** | **Dates** |
| **From** | **To** |
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| **3. Higher Education / Teaching Qualifications** |
| **Name of Professional Body** | **Was membership gained by examination** | **Membership grade** | **Date** |
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| **4. Relevant In-Service Courses** |
| **Please give details of all relevant in-service courses attended.** |
| **Courses** | **Qualifications gained** | **Dates** |
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| **Part C – EMPLOYMENT**  |
| **1. Present or most recent employment** |
| **Name and address of employer** |  |
| **Postcode**  |  |
| **Telephone number** |  |
| **Post Held** |  |
| **Date started** |  | **Until**  |  |
| **Basic salary** |  |
| **Other allowances** |  |
| **Key roles/Achievements**  |  |
| **Reason for leaving** |  |

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| **2. Full Employment history** **Please continue on a separate sheet if necessary.** |
| **Name and address of employer** (including telephone number) | **Date of employment** | **Position** | **Salary** | **Reason for leaving** |
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| **Have you ever been dismissed by an employer?** |
| [ ] YES | [ ] NO |
| **Details** |
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| **Part D – EXPERIENCE/ RELEVANT SKILLS/FURTHER INFORMATION**  |
| Use this section to show how you meet all of the short listing criteria for the job as set out in the person specification, drawing on all aspects of your education, training and experience, including paid or unpaid employment, voluntary work, and home responsibilities. Shortlisting will be conducted only on the basis of written applications. It is therefore essential that all applicants, both internal and external, should complete this section of the application form.Please continue on a separate sheet if necessary. |
| **Part D – EXPERIENCE/ RELEVANT SKILLS/FURTHER INFORMATION** |

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| **Part C – VERIFICATION OF EMPLOYMENT**  |
| **Please give names and addresses of two referees who can provide employment references. One referee should be your current Headteacher / Line Manager.** |
| REFEREE 1 | REFEREE 2 |
| **Name**  |  | **Name**  |  |
| **Position** |  | **Position** |  |
| **Address** |  | **Address** |  |
| **Tel. No.** |  | **Tel. No.** |  |
| **Email** |  | **Email** |  |
| [ ]  **Please tick this box if you do not wish the school to approach your present employer until, and if, a firm offer of employment has been made. The school normally takes up references if you have been shortlisted. Please note that we reserve the right to approach any of your previous employers for references if necessary.** |
| **CRIMINAL CONVICTIONS** |
| By law, spent convictions must be disclosed. Would you please give details of any criminal convictions (not including minor traffic offences), if you have no convictions please write ‘NONE’. |
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| **DECLARATION** |
| I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph and I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 1984. I have also understood and complied with the provisions concerning the disclosure or criminal convictions.Failure to disclose information or providing deliberate false information to support your application or canvassing, directly or indirectly, anyone likely to be involved in the appointment process will disqualify you from appointment or if appointed will render you liable to dismissal without notice. |
| **Name**  |  |
| **Signature** |  |
| **Date**  |  |

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**ADDITIONAL DECLARATION OF INFORMATION**

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| **PERSONAL DETAILS** |
| A check on the possible existence and content of a criminal record will normally be requested from the Criminal Records Bureau after a person has been selected for appointment to this post. Refusal to agree to a check being made could disqualify you from being considered for the appointment.You are therefore asked to sign the statement on this document to confirm your agreement, if you are selected for the appointment, to a check being made on any criminal record applicable to you.Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, because we are a school and you will be working in an environment with children and young people we are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) sets out details of all jobs to which this applies and the job you have applied for is included in that list.**Please give details of ALL convictions, cautions, bindovers, reprimands, or warnings** **(whether spent or not).** |
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| **CRIMINAL RECORD BUREAU** |
| The Criminal Records Bureau is an executive agency of the Home Office and helps employers check records which were previously held by the police, the Department of Health and the Department for Children, Schools and Families. Different levels of disclosure can be provided, according to the type of work applied for.The job for which you have applied will necessitate an Enhanced Disclosure. These are for positions with a greater degree of contact with children or certain vulnerable adults, like social workers and teachers, for example. They contain all the information given on a Standard Disclosure plus relevant non-conviction information held at local levels.Have you ever been subject to any sort of investigation by an employer?

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| [ ] YES | [ ] NO |

If you have answered 'yes' to this question, please give details on a separate sheet. Please supply details of activities involving contact with children and vulnerable adults outside the work environment (e.g. sports coach, scout leader, etc.). Please continue on a separate sheet if necessary. |
| **DECLARATION** |
| I agree, if I am selected for this appointment, to an application being made to the Disclosure and Barring Service (DBS) for an Enhanced and Barred Disclosure concerning myself. I also consent to ACS carrying out other appropriate checks with the DBS if it so wishes. |
| **Name** (please print) |
| **Signature** | **Date** |
| Please use the extra space below to provide any additional details that you did not have space for whilst filling out the form. |
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