

**Note to candidates:**

\* Please ensure you have read the Job Description & Person Specification before completing this form.

\* If you are using a **Mac** to complete this application, please ensure you use **Adobe** rather than **Mac Preview** (often the default), as this programme is not compatible with the form.



## APPLICATION FORM – TEACHING STAFF

|                             |  |
|-----------------------------|--|
| <b>LOCATION</b>             |  |
| <b>POSITION APPLIED FOR</b> |  |

| PERSONAL DETAILS   |                      |   |  |                      |           |
|--|----------------------|---|--|----------------------|-----------|
| <b>Title</b>   |                      | <b>Surname</b>                                    |  | <b>First Name(s)</b> |           |
| <b>Home Address (including postcode)</b>   |                      |   |  |                      |           |
| <b>Telephone Numbers</b>   |                      | Work  |  | Personal             |           |
| <b>Email Address</b>   |                      |   |  |                      |           |
| <b>National Insurance Number</b>   |                      |   |  |                      |           |
| <b>Do you have the right to work in the UK?</b>  |                      | YES   | NO   |                      |           |
| <b>Do you require a work permit or visa?</b>   |                      | YES   | NO   |                      |           |
|  |                      | If yes, please give details                       |  |                      |           |
| <b>Oasis recognises continuous service in Local Government Employment for all staff. Do you have continuous service?</b> |                      | YES   | NO   |                      |           |
|  |                      | If yes, what is your continuous service?          |  |                      |           |
| <b>Qualified Teacher Status (QTS)</b>  |                      | Do you hold QTS?                                  | YES NO   |                      |           |
|  |                      |   | If yes, please provide your Teacher Reference number (DfE) |                      |           |
|  |                      | In what year did you gain QTS?                    |  |                      |           |
|  |                      | Have you completed your statutory induction year? | YES NO   |                      |           |
| CURRENT EMPLOYMENT   |                      |   |  |                      |           |
| <b>Name &amp; Address</b>  | <b>Position Held</b> | <b>Main Responsibilities</b>                      |  | <b>From</b>          | <b>To</b> |
|  |                      |   |  |                      |           |
| <b>Current Salary &amp; spine point</b>  |                      | <b>Additional Salary (e.g. TLR)</b>               |  | <b>Total Salary</b>  |           |
| <b>Reason For Leaving</b>  |                      |   |  | <b>Notice Period</b> |           |

## PREVIOUS EMPLOYMENT

(Please include all work including part-time and volunteering positions)

*(Please use the additional sheets at the bottom of the application form for any further positions that don't fit within these fields)*

| Previous Employer<br>(names & address)                  | Job held and main responsibilities | From | To | Salary | Reason for Leaving |
|---|------------------------------------|------|----|--------|--------------------|
|   |                                    |      |    |        |                    |
|   |                                    |      |    |        |                    |
|   |                                    |      |    |        |                    |
|   |                                    |      |    |        |                    |
| Please use this space to explain any gaps in employment |                                    |      |    |        |                    |

## PROFESSIONAL AND PERSONAL DEVELOPMENT

(Please include details of any training courses (accredited and in-house) attended in the last 5 years)

*(Please use the additional sheets at the bottom of the application form for any further information that doesn't fit within these fields)*

| Name of Course Provider | Award/Qualification gained | From | To |
|-------------------------|----------------------------|------|----|
|                         |                            |      |    |
|                         |                            |      |    |
|                         |                            |      |    |
|                         |                            |      |    |
|                         |                            |      |    |

## EDUCATION HISTORY

(Please list your education history, most recent qualification first)

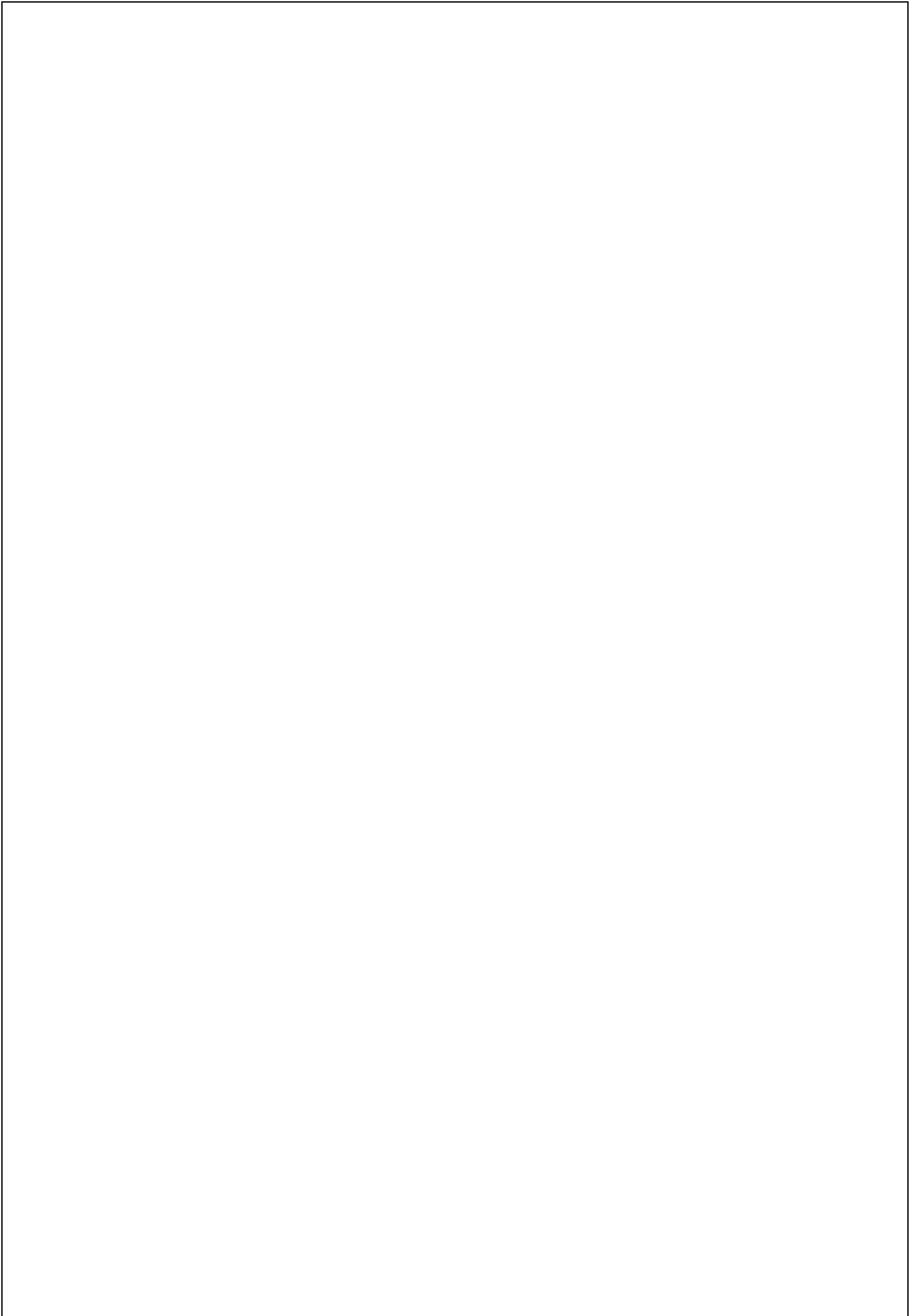
*(Please use the additional sheets at the bottom of the application form for any further information that doesn't fit within these fields)*

| Institution | From | To | Qualification(s) attained (including grade/ degree classification) / subject(s) |
|-------------|------|----|---|
|             |      |    |   |
|             |      |    |   |
|             |      |    |   |
|             |      |    |   |

## SUPPORTING STATEMENT

Use no more than **two side of A4** to explain why you're applying for this post at Oasis Community Learning and what skills and experience you can bring to the post (please refer to the Oasis Ethos and how you meet the requirements set out in the person specification in your answer).

*(Please use the additional sheets at the bottom of the application form to complete your statement if more space is required)*



## PROGRESS & ATTAINMENT

(Please use the box below to provide evidence of your impact in terms of the progress and attainment of classes you have taught and (where applicable) departments/areas you have been responsible for. You should refer to specific data in your response)

## REFEREES

(Please provide details of two referees, covering the last three years, one of whom should be your current employer)

|  |        |  |        |
|--|--------|--|--------|
| <b>Name</b>  |        | <b>Name</b>  |        |
| <b>Job Title</b>   |        | <b>Job Title</b>   |        |
| <b>Organisation</b>  |        | <b>Organisation</b>  |        |
| <b>Relationship to you</b>   |        | <b>Relationship to you</b>   |        |
| <b>Address</b>   |        | <b>Address</b>   |        |
| <b>Telephone number</b>  |        | <b>Telephone number</b>  |        |
| <b>Email</b>   |        | <b>Email</b>   |        |
| <b>Are you willing for this referee to be approached prior to interview?</b> | YES NO | <b>Are you willing for this referee to be approached prior to interview?</b> | YES NO |

## PERSONAL DATA

|   |  |
|---|--|
| <b>Have you applied for a position at Oasis before?</b>                           | YES NO<br>If yes, please give details  |
| <b>Please declare if you are related to or know personally any Oasis employee</b> |  |
| <b>Where did you hear about this vacancy?</b>                                     | <p>OCL/Academy website<br/>         TES Online<br/>         TES Print<br/>         E Teach<br/>         Teach First<br/>         Other Job Board                      please give details<br/>         Word of mouth*</p> <p>* If you heard about this vacancy through a member of Oasis, please provide their name so we can thank them</p> |

## CONFIDENTIAL INFORMATION

The role you are applying for is considered an 'excepted post' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As such, you are required, before appointment, to disclose any spent or unspent conviction, caution, reprimand or warning, other than those deemed 'protected' under the Exceptions Order 2013. Oasis Community Learning requires all employees to undertake an enhanced DBS check. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

In relation to the above, are you currently bound over, or do you have any convictions, cautions, reprimands or warnings which are not deemed 'protected' under the amendment to the Exceptions Order 1975?

|  |  |             |
|--|--|-------------|
| <b>Do you have any unspent convictions, cautions, reprimands or warnings?</b>  | YES<br><br>If yes, please give details | NO          |
| <b>I can confirm that I am not on the barred list, disqualified from working with children or subject to sanctions imposed by a regulatory body such as the Teaching Agency. I also confirm to a criminal records check if appointed to the position for which I have applied</b>  | Electronic Signature                   |             |
|  | Date                                   |             |
| <b>DECLARATION</b>   |  |             |
| <p>In submitting this form to Oasis Community Learning:<br/>I declare that to the best of my knowledge and belief, the details given by me on this application form are correct and can be treated as part of any subsequent contract of employment.</p> <p>I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment</p> <p>I understand that information given on this form will be processed by a computer and used for registration and equal opportunities monitoring purposes under the Data Protection Acts 1984 and 1998</p> |  |             |
| <b>Signature (to confirm agreement)</b>  |  | <b>Date</b> |

## ADDITIONAL SHEETS



