For all teaching applications, this form should be completed and should accompany a letter of application. Your letter should address the Job Description and person specification (if applicable) for the post, and should outline your own values in relation to the education of young people.

Job Applied For:

Title and Full Name:

Any former Names:

NI Insurance number:

Teacher Reference Number:

Registered with GTC: Yes/No.

DBS Checked Yes/No Date of Check:

Address:

Post Code

Contact telephone Numbers: Landline (day)

Landline Evening:

Mobile:

E Mail Address:

Current Employment (if Teaching)

(If not teaching explain later in application)

Position:

School:

School Address:

Head Teacher:

School Phone Number:

**Teaching Experience:**

**Please complete in chronological order starting with the latest.**

|  |  |  |  |
| --- | --- | --- | --- |
| School/ Address | Dates | Position(s)/ Main responsibilities | SNS or TLR Level |
| 1) | Start  Finish | Position(s)  Main Responsibilities  Reason for Leaving: |  |
| 2) | Start  Finish | Position(s)  Main Responsibilities  Reason for Leaving |  |
| 3) | Start  Finish | Position(s)  Main Responsibilities  Reason for Leaving: |  |
| 4) | Start  Finish | Position(s)  Main Responsibilities  Reason for Leaving: |  |
| 5 | Start  Finish | Position(s)  Main Responsibilities  Reason for Leaving: |  |

**Secondary Education (CSE, GCE, GCSE, RSA, A/AS level etc. or other equivalent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (mm/yyyy)** | **Examination type** | **Subject(s) – List in box** | **Grade achieved** |
|  | **GCSE** |  |  |
|  | **AS / A Level** |  |  |
|  | **Other** |  |  |

**Further and Higher Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution and Dates** | **Qualification and examining body** | **Subject(s)** | **Pass, grade or classification.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please be aware that proof of qualifications identified as essential to the role, together with proof of ID, will be required at interview. Do not send anything now. Further information will be sent to you should you be invited to interview.

**Other Work Experience (including any Voluntary Work)**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Dates** | **Main Task and Responsibilities of the role** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Referees**

Please give the names and contact details of at least two referees who have knowledge in a professional capacity. One of them must be your current / most recent employer or tutor and your references must cover all employment and/or any voluntary work in the past five year period. References should be provided by the Headteacher/establishment manager. Personal references should only be provided where no alternative employer or educational referee is appropriate.

Give details of additional referees on a separate sheet if necessary

Reference 1: Reference 2:

Name: ………………………………………… Name……………………………………….

Position: ………………………………………. Position: ……………………………………

Address: ……………………………………… Address: …………………………..………

…………………………………………………. ………………………………………..…….

Postcode: …………………………………….. Postcode: ………………………………….

Email: …………………………………………. Email: ……………………..……………….

Tel no: ………………………………………… Tel no: ………………………………

Employer Educational/Personal Employer Educational/Personal

School/Organisation: School/Organisation:

………………………………………………… ……………………………………………

It is normal practice with teaching appointments to take up references before interview. Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

Reference 1: Yes No Reference 2: Yes No

Kesgrave High School operates a policy of open references. This means that you may read any references received in relation to you, on written request.

**Criminal Convictions**

The job you are applying for has been identified as involving supervising, caring for or otherwise connected with children and/or young people. In view of this, you must declare all convictions, cautions, and/or bind overs for criminal offences, even where they are “spent” as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations. You are also required to give details of any reprimands or warnings that you may have received. Registration with the Independent Safeguarding Authority (ISA) (when applicable) and an enhanced Criminal Records Bureau (CRB) disclosure will also be required.

Details of criminal convictions, cautions and/or bind overs, reprimands or warnings:

Please state ‘None’ if appropriate, or continue on a separate sheet if necessary, clearly marking your National Insurance number and the post you are applying for on each separate sheet.

……………………………………………………………………………………………………………

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**Health**

Do you require any reasonable adjustments to be made to the recruitment selection process because of a medical condition or disability? Please state None if appropriate

Please provide details of the reasonable adjustment(s) requested:

**Section 8**

Declaration and Data Protection Statement

To the best of my knowledge, the information I have supplied on this form and any attachments is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.

Signed: …………………………………………… Date: ……………………………

Details of your application including your personal details will be stored in our archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants