

Teaching Appointment Application Form

Post applied for:

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING (do not staple or bind)

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry):

When fully completed, please return the form either as an email "Word" attachment or by post.

PERSONAL DETAILS (block capitals please)

Preferred Title	
Surname/Family Name	Previous Surname (s)
First Name(s)	Date of Birth / /
Home Address	Present Address (if different)
Postcode	Postcode
Telephone (Home)	Telephone (Mobile)
(Work)	E-mail.

CURRENT EMPLOYMENT (if you are not employed as a teacher please give details as appropriate)

Name of Establishment	Employer	
Type of School*	Number on Roll	Key Stage
Post Held	Date Appointed	
Total Annual Salary	Full/Part-Time (if P/T show fraction of Full-Time, e.g. 0.5, 0.8)	
Grade of Allowance		
*e.g. Primary, Voluntary Aided, Girls/Boys, Comprehensive, Independent, Academy, Secondary		

PREVIOUS EMPLOYMENT DETAILS

Please list in chronological order, with precise dates as this information may be used to assess salary.
For periods of part-time employment the proportion as a decimal of full-time should be shown (e.g. 0.4, 0.6)

a. IN EDUCATION ("Supply" teaching appointments need not be listed individually).

[illegible]

b. OUTSIDE EDUCATION

[illegible]

HIGHER EDUCATION ESSENTIAL INFORMATION						
DEGREE						
	From	To	Full/Part Time	Class	Division	Hons
Course:						
University:						
TEACHING QUALIFICATIONS (e.g. PGCE, GTP)						
Qualification:	Institution:		Subject (s):		Date Awarded:	

SECONDARY SCHOOL EDUCATION		
Establishment(s)	From	To

Examinations: (Please give details of 'A' levels subjects and grades awarded. For a first teaching post, please also include GCSE results)

OTHER QUALIFICATIONS OBTAINED		
Course and Organising Body	Date	Qualification

PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 (please give details)	From			From		
	D	M	Y	D	M	Y

[illegible]

REFERENCES

Please give the names, addresses and position of two referees who may be approached now.
(If you are currently employed as a teacher, one referee **must** be your present Headteacher).

1	Name: Mr/Mrs/Ms/Miss/Dr		Position
	School Name		
	Address		
			Post Code
	Telephone		Email
2	Name: Mr/Mrs/Ms/Miss/Dr		Position
	School Name		
	Address		
			Post Code
	Telephone		Email

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

CRIMINAL CONVICTIONS

The post for which you have applied is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. You are required to disclose details of any criminal convictions, cautions or bind-overs, since this post provides substantial unsupervised access to children. You will be asked to disclose details on a separate form.

In the event of being employed by the College any failure to disclose such convictions could result in dismissal or disciplinary action.

From what source did you learn of this vacancy?

I hereby certify that the information given above and overleaf is correct to the best of my knowledge.

Signature

Date.

LETTER OF APPLICATION

You are asked to submit a separate letter of application on white A4 paper, indicating how previous or current responsibilities and/or experience are particularly relevant to this post.

ADDITIONAL INFORMATION (for Salary and Pension purposes)

National Insurance No.										Previous Surname (if any)
QTS No.										
Date of Recognition*										
<p>*If this would be your first teaching appointment, please attach a copy of your letter from the DFE granting you Qualified Teacher Status unless you qualified by virtue of a Cert. Ed., B.Ed. or P.G.C.E.(Not FE) gained in England or Wales.</p>										

CURRENT (OR MOST RECENT) SALARY

Please complete the following details as appropriate

Salary p.a. :	Grade: (e.g. MPS4)
Are you paid on the Upper Pay Scale ? YES/ NO	If yes, please indicate whether UPS1, 2 or 3:
TLR p.a.:	
Allowance for other duties p.a.:	
Please specify duties:	

PENSIONS

*a) Are you currently in receipt of a pension from Teachers' Pensions?	YES/NO
*b) Have you elected to OPT-OUT of the Teachers' Superannuation Scheme?	YES/NO
*c) Have you elected to participate in the Part-Time Teachers' Superannuation Scheme?	YES/NO
*d) Have you elected to pay additional Superannuation Contributions through the Teachers' Scheme?	YES/NO
If so, please indicate whether these are:	
* i) Widow er's Contributions	YES/NO _____ %
* ii) Purchase of Past Added Years	YES/NO _____ %
* iii) Additional voluntary contributions via Prudential Assurance Co	YES/NO _____ %

***Please attach a copy of the Teachers' Pensions notification as appropriate.**

When fully completed, please return the form either as an attachment or by post. In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case if posting please enclose S.A.E)

General Information to Candidates**Disclosure and Barring Service Check**

If you are appointed, you will be required to complete an online enhanced disclosure application. The DBS will provide a report to you and to Fremantle College whether you have any history of criminal convictions, including cautions and bind-overs. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

Health Assessment Check

If you are appointed, you will be required to complete an online Pre-Employment Health Questionnaire. Your appointment will be subject to a satisfactory clearance.

The Asylum and Immigration Act 1996

It is a criminal offence for the College to employ someone who does not have the right to work in the UK. If you are appointed you may be asked for documentary evidence of your right to work.

Complaints Procedure

If you feel you have been unfairly treated you have the right to complain. If you wish to complain you should write to the Chair of Governors at Fremantle College and state why you think you have been treated unfairly. Any complaint should be made no later than 14 days after you are informed of the result of your application.