

FOR OFFICIAL USE
Candidate No:



ACADEMY TEACHING APPLICATION FORM

CONFIDENTIAL

Please use black ink and write clearly or type

(Updated Nov 2018)

Post Applied For:

School/Academy:

Are you applying for this post on a Job-Share basis? Yes ☐ No ☐

PERSONAL DETAILS

Title:

Surname or Family Name:

First name(s):

Any Former Name(s)

Home Address:

Home Telephone:

Daytime Telephone:

Mobile Telephone:

E-mail address

PRESENT OR MOST RECENT POST

Post Held:	
Date appointed: dd/mm/yyyy	Date left: dd/mm/yyyy
Name and Address of School/ Employer	Current Salary + any additional payments
Postcode	Reason for Leaving
Telephone Number	Notice required to present Employer
National Insurance No:	Can we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>
DfE Teacher Reference Number:	

DETAILS OF ALL TEACHING EXPERIENCE – Please complete in chronological order with the most recent first.

Name, Type, Location of School/Academy & LEA	Approx. number on roll	Dates of Employment		Boys, Girls or Mixed & ages taught	Post Held & Subjects Taught - giving Grade/ Salary if applicable	Reason for leaving
		From	To			
				Mixed / 0000		
				Mixed / 0000		
				Mixed / 0000		
				Mixed / 0000		
				Mixed / 0000		
				Mixed / 0000		
				Mixed / 0000		
				Mixed / 0000		
				Mixed / 0000		
				Mixed / 0000		

OTHER EMPLOYMENT / WORK EXPERIENCE - Most recent first. Enter details of *all* your work experience including periods of non-employment, unpaid, voluntary work and study.

Name of Employer	Details and Nature of Work/Activity Giving Grade and Salary if applicable	Dates		Reason for leaving
		From (dd/mm/yy)	To (dd/mm/yy)	

QUALIFICATION DETAILS

<p>Age range you are qualified to teach (Please state)</p> <p>Preferred Age-range</p> <p>Date of Award of Qualified Teacher Status:</p> <p>Date of completion of NQT Induction Period or stage reached if not complete.</p> <p>With which organisation?</p>	<p>Subjects qualified to teach:</p> <p>Main:</p> <p>Subsidiary:</p> <p>Additional subjects (if any) which you are willing to teach:</p>
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EDUCATION DETAILS

Details of educational history – most recent first. Please list all schools, colleges, universities etc, which you have attended.	Course Studies	Qualifications level (if obtained)	Dates	
			From (dd/mm/yy)	To (dd/mm/yy)
Please attach additional sheets if necessary. You will be asked to provide original proof of relevant qualifications if you are interviewed.				

OTHER COURSES / TRAINING UNDERTAKEN (WHICH IS RELEVANT TO THIS JOB APPLICATION)

Course/Training	Date (dd/mm/yy)	Organising Body

REFERENCES

DETAILS OF PEOPLE WHO MAY BE CONTACTED FOR REFERENCES – INCLUDING PRESENT EMPLOYER

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Friends and relatives must not be used.

Full name of present or most recent employer	
Address	Telephone
Postcode	E-mail

May we contact your present/most recent employer for a reference straight away?

Yes ☐ No ☐

Please note: If NO, it is our practice that references are sought once a candidate is shortlisted. Therefore, would you like us to notify you beforehand?

Yes please ☐ No that is not necessary ☐

Other referee (preferably another employer)	
Address	Telephone
	E-mail
Postcode	Fax
Capacity in which known to you	Daytime Tel No.

Please note that we reserve the right to approach **any** of your previous employers for references if necessary.

DISABILITY ADJUSTMENTS

Do you require any additional assistance from us in order to be able to attend the selection process (special parking, ground floor venue, sign language interpreter, large print, wheelchair access, etc.)

Yes ☐ No ☐

If yes, please give details

DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

The Governing Board/Trust is required, by law, to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern, either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation to child protection, including any which are time expired.

YES ☐

NO ☐

If yes, please give details on the Self Disclosure Form.

DISQUALIFICATION OR PROHIBITION FROM WORKING WITH CHILDREN OR TEACHING

☐ By checking this box, I hereby confirm that I am not disqualified or prohibited from working with children and/or have information held about me under section 142 of the Education Act 2002 (formerly known as inclusion on the DfE List 99).

☐ By checking this box, I hereby confirm that I am not prohibited from teaching.

☐ By checking this box, I hereby confirm that I am not prohibited from management.

I understand that, if I am appointed to the post, the School will carry out a check for these and if it is discovered that I am prohibited then the offer of employment will be withdrawn.

In the event of a successful application, an offer of employment may be made to you which is conditional upon receipt of a satisfactory Enhanced Disclosure and Barring Check in relation to criminal and child protection matters. **Please note that a conviction will not necessarily be a bar to obtaining employment.**

REHABILITATION OF OFFENDERS ACT 1974

If you have been convicted of a disclosable criminal offence, the details must be disclosed the document titled "SELF DISCLOSURE FORM", along with details of any cautions, warnings, reprimands or any criminal convictions/criminal actions /court hearings that are pending against you.

If you do not have any disclosable information then please complete the relevant section of the Form.

The Self Disclosure Form must be submitted in a sealed envelope, if applying in writing, or sent as a separate attachment to your application form if applying electronically. The envelope or attachment should be marked as "CONFIDENTIAL - SELF DISCLOSURE FORM – [YOUR NAME]".

DBS DISCLOSURE

The Disclosure and Barring Service, an executive agency of the Home Office, helps employers check records, which were previously held by the police, the Department of Health and the Department for Education.

A check as to the existence and content of a criminal record may be requested from the Disclosure and Barring Service 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.

Different levels of disclosure can be provided, according to the type of work applied for.

The job for which you have applied necessitates an Enhanced disclosure.

Enhanced disclosures are for positions which have contact with children or vulnerable adults. They contain details of all convictions, cautions, reprimands or warnings on record.

☐ By checking this box, I hereby confirm that I agree, if I am selected for the appointment, to a check being made on any criminal record applicable to me. I am aware that such information as appropriate for Enhanced Disclosures will be made available.

DBS UPDATE SERVICE

If you use the DBS Update Service, please confirm so by checking this box ☐

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

The Governing Board/Trust will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or your ongoing entitlement to live and work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006.

☐ **By checking this box, I hereby confirm that I am legally entitled to work in the UK and that I will provide documentary evidence of this entitlement when requested.**

☐ By checking this box, I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies, in accordance with the Data Protection Act 2018 and the General Data Protection Regulation.

If you decline to give your consent as requested above the School/LA will be unable to consider your application for employment.

DRIVING LICENCE DETAILS

Only answer if a car driving licence and/or use of a car is a requirement of this post

Do you hold a current, full, valid driving licence? Yes ☐ No ☐

If required would you be prepared to provide a car for work use? Yes ☐ No ☐

PERSONAL RELATIONSHIPS

Do you have a personal/family relationship with anyone likely to be involved in the selection process for this post such as a school governor or with a Board member or Senior Officer of Trust?

Yes ☐ No ☐

If Yes, please give name(s) of relevant person(s) and the relationship(s).

☐ **By checking this box, I understand that seeking to unfairly influence any Councillor, governor or employee of the Trust/School will make my application unacceptable.**

DECLARATION

General Data Protection Regulation and Data Protection Act 2018:

The personal information submitted by you on this application form and in any accompanying documents will be used by the School and any other person it appoints to assist, for the purpose of appointing to the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process. The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend the School against a legal challenge to the fairness of the selection process from any interested party. If you are successful, all the data gathered in the recruitment process will be transferred to your personal file and retained during the time of your employment. If you are unsuccessful, we will destroy all the recruitment and selection data about you after a maximum period of 12 months. The only exception to this would occur were we to fill a post with a migrant worker, in which case, we will retain unsuccessful recruitment paperwork for the duration of the employment of the migrant worker. This is a statutory requirement under UKVA legislation.

The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc.

Our Recruitment Privacy Notice has more information about how we use your data in the recruitment process.

I have read the above statement and consent to the personal data submitted with this job application being used for the purposes described. The school is under a duty to protect the public funds and may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Please sign the statement below indicating your consent to the information being held, used and verified as described above.

If you decline to give your consent as requested above the school will be unable to consider your application for employment.

I declare that to the best of my knowledge all parts of this form, attachments and additional sheets provided by me have been completed fully and are accurate. If I am appointed to the post, I understand that any major omission or inaccurate information relevant to my application could lead to the withdrawal of an offer of employment or even dismissal.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be summarily dismissed. You may also be reported to the Teaching Regulation Agency (TRA) and/or the Police, if appropriate.

I acknowledge that it is my responsibility, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable groups.

Name:

Signature: (only if submitting hard copy)

Date:

Please indicate how many additional sheets you have enclosed if submitting a hard copy.

Please remember - As part of the application process, you must also:

- **provide a written statement demonstrating how you meet the criteria of the person specification**
- **submit the Self Disclosure Form**
- **submit the Equal Opportunities Monitoring Form**