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| crest3.jpg  **Rickmansworth School**  **Application Form for Teaching Post**  **Post Applied for**: .............................................................................................................................. |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname/Family Name:** | **Preferred Title:** |
| **First Name(s):** | **Previous Surname:** |
| **Home Address:** | **Present Address (if different):** |
| **Telephone (Home):** | **Telephone (Work):** |
| **Telephone (Mobile):** | **Email:** |
| **Date of birth:** | **NI Number:** |

**EDUCATION AND ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary School Education**  **(name of establishment)** | **From** | **To** | **Qualifications Awarded (subjects and grades)** |

|  |  |  |  |
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| **Higher Education**  **(name of establishment)** | **From** | **To** | **Qualifications Awarded**  **(name of qualifications and grades awarded)** |
| **Post Graduate qualifications (eg PGCE)** |  |  | **Details (including teaching subjects and Key Stage)** |
| **Other** |  |  |  |
| **Please confirm route into teaching (eg Fast track, Direct Teach, Post graduate, OTT)** | | |  |

**PRESENT APPOINTMENT (or most recent)**

|  |  |
| --- | --- |
| **Post Held:** |  |
| **Name of Establishment:** |  |
| **Type of School:** |  |
| **Address:** |  |
| **Number on Roll:** |  |
| **Date Appointed:** |  |
| **Employer:** |  |
| **Summary of Job Description:** |  |
| **Salary\*:** |  |
| **Leadership Scale Spine Point:** |  |
| **Notice Required:** |  |
| \* If your salary includes additional payments, what are they and what is the value? (eg TLR of £4,000) | |

**PREVIOUS TEACHING APPOINTMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of post and name of school/college/other**  **Employer** | **Type of School, age range and NOR** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |

**EMPLOYMENT OUTSIDE EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Post** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |

**PROFESSIONAL DEVELOPMENT**

**(Please give details of recent courses relevant to this application)**

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| --- | --- | --- | --- | --- |
| **Course Title** | **Provider** | **Duration** | **Dates** | **Qualification eg NPQH** |
|  |  |  |  |  |

**ANY OTHER RELEVANT WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nature of Occupation** | **Employer** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |

**PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18**

(failure to complete may result in not being called for interview)

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| --- | --- | --- | --- | --- |
|  | **From** | | **To** | |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |

**PERSONAL STATEMENT**

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| **Details as to how your skills, knowledge and experience match the School’s requirements for this position.** |
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**ADDITIONAL INFORMATION (If required. Please see advertisement for further details)**

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| **Any further information you would like to add to support your application** |
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| **ADDITIONAL INFORMATION** (for salary and pension purposes) | | |
| This information is required **only if you are not currently employed in a maintained school in this authority.** | | |
| National Insurance No: | Teacher Reference no(DfES) --/----- | |
| Date of Recognition\* |  | |
| **\*If this would be your first teaching appointment in a Local Authority – Maintained School in England or Wales, please attach a copy of your letter from the DFES granting you Qualified Teacher Status**. | | |
| **PENSIONS** | | |
| Are you currently in receipt of a pension from Teachers’ Pensions? | | Yes/No |
| Have you elected to OPT-OUT of the Teachers’ Superannuation Scheme?: | | Yes/No  If Yes, please provide date |
| Have you elected to participate in the Part-Time Teachers’ Superannuation  Scheme? | | Yes/No  If Yes, please provide date |
| Have you elected to pay additional Superannuation Contributions  through the Teachers’ Scheme?: | | Yes/No  If Yes, please provide date |
| **If yes**, please indicate whether these are: | | |
| i) Widower’s Contributions | | Yes/No % |
| ii) Purchase of Past added Years | | Yes/No % |
| iii) Additional voluntary contributions via Prudential Assurance Co. | | Yes/No % |

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| **CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)**  If you are appointed, you will be required to complete an enhanced check from the Disclosure and Barring Service. The DBS will provide a report to you and to the local authority on 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.  **THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**  In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK. |

**DECLARATION BY APPLICANT**

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| **From what source did you learn of this vacancy?** | |
|  | |
| **Are you a relative or partner of any employee or governor of the school?**  **If yes, please give details below:** | **Yes/No** |
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|  | |
| **Has someone else completed this form on your behalf?**  **If yes, please provide the person’s name and an explanation below:** | **Yes/No** |
|  |
|  | |
| **Have you ever lived abroad for a period of more than six months?**  **If yes, please provide details below:** | **Yes/No** |
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|  |  |
| Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school. |  |

***We are committed to safeguarding and promoting the welfare of children and are an equal opportunities employer. Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974*.**

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| --- | --- |
| I certify that the information given above and overleaf is correct to the best of my knowledge.  I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.  I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.  I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. | |
| **Signature:** | **Date:** |

**REFERENCES** Please give the names, addresses and status of two referees who may be approached now. (If you are currently employed as a teacher, one referee **must** be your present Headteacher). References from friends or relatives are not acceptable.

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| **Name:** | **Position:** |
| **Address:** | **Email address:** |
| **Telephone:** | **Mobile:** |
| **In what capacity do you know the above?** |  |

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| --- | --- |
| **Name:** | **Position:** |
| **Address:** | **Email address:** |
| **Telephone:** | **Mobile:** |
| **In what capacity do you know the above?** |  |