

The Ninestiles Trust is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age (up to 65).

JOB APPLICATION FORM – TEACHING POSTS

*Please refer to the attached Notes for Guidance before completing this Application

1. VACANCY DETAILS

Position applied for: _____

School _____

Main Subject _____

Subsidiary Subject _____

Other subject interests e.g. Sport, Music,
Drama, Community Language.

Please give details opposite

2. PERSONAL DETAILS

First name(s) _____

Surname _____

Any previous name(s) _____

Preferred title (if any) _____

Daytime phone number _____

Evening phone number _____

Mobile phone number _____

Email address _____

Address _____

Postcode _____

Correspondence address if different from above

Postcode _____

Phone number _____

DfES Number

Do you require a work permit?

YES / NO

National Insurance Number

Are you related to a councillor or employee of the Ninestiles Academy Trust?

YES / NO

If yes, please provide details:

Name _____

Relationship _____

Position _____

Department _____

3. GENERAL TEACHING COUNCIL REGISTRATIONAre you registered with the
General Teaching Council?

YES / NO

GTC Number

4. APPLICANTS IN RECEIPT OF A PENSION

Are you in receipt of a Teachers' Pension?

YES

NO

If yes, from what date did it take effect and the
type of pension you are receiving? i.e Actuarially
Reduced Benefits, Premature Retirement, Ill
Health**5. INDUCTION**Did you qualify as a teacher after May 1999?
If yes, where was the induction served?

Between what dates did you serve your induction?

Did you pass the induction?

YES

NO

Do you have any period left to serve on your induction?
If yes, how much longer have you got to serve?**Please attach copies of your induction reports for the period served.**

Have you passed the numeracy and literacy Skills Test?

YES

NO

6. EDUCATION DETAILS (SECONDARY – EARLIEST FIRST)

Dates From / To	Name of School/College	Subjects	Type of exam	Grades	Date gained

7. EDUCATION DETAILS (FURTHER/HIGHER EDUCATION – EARLIEST FIRST)

[illegible]

8. Experience – previous career and other

Please complete the following starting with your current employment and include all employment including non-teaching. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18. Failure to provide the correct and accurate information may result in an incorrect salary assessment.

If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.

[illegible]

9. IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT (EARLIEST FIRST)

DATE/S From / To	Organising Body	Course Title	Length of Course

10. ARRANGEMENTS FOR INTERVIEW

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? YES / NO

(Delete whichever is applicable)

If YES please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).

11. REFERENCES

Please give the name of two referees (one of whom should be your current or most recent employer):-

Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____
Post code	_____	Post code	_____
Phone number	_____	Phone number	_____
E mail	_____	E mail	_____
Relationship to you	_____	Relationship to you	_____

12. OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

(Please continue on a separate sheet if necessary – no more than 2 sides of A4 paper)

13. DISCLOSURE

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, including cautions, for any offence (not just those involving children) which for other purposes are “spent” under the provisions of the Act. You should disclose in this section any previous convictions. Failure to disclose any previous convictions could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Enhanced checks are carried out by the Disclosure and Barring Service.

Date	Type of Offence	Sentence / Fine Imposed	Comments

14. DATA PROTECTION ACT

The information collected in the form will be used in compliance with the Data Protection Act 1998. The information is being collected by the Personnel and Equalities Division for the purpose of administering the employment and training of employees of the Education Service. The information may be disclosed, as appropriate, with in the Education Service, to school governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education and Skills, to the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies. You should also note that we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

15. CONFIRMATION OF DETAILS

I hereby certify that all the information given on this form is correct to the best of my knowledge and that all the questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may render my application invalid.

Signature _____ Date _____

Print Name _____

16. RETURN ADDRESS

Please return to: Komrun Bibi
 Ninestiles Academy Trust
 Hartfield Crescent
 Acocks Green
 Birmingham
 B27 7QG

Email: recruitment@ninstiles.org.uk