**Application Form**

|  |  |
| --- | --- |
| Post applied for: | Date of Application: |

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Title** | **First/Given Name** | **Surname/Family Name** |
| **Miss/Mrs/Ms/Mr/Dr/Prof/Rev/Other** |  |  |

|  |  |
| --- | --- |
| **Address** | **Telephone** |
| **Postcode:** | **Home:**  **Mobile:**  **Work/Business\*:**  **Can we contact you on this number? Yes □ No □** |
| **Email** |
|  |

**Applications for Teaching Roles Only**

|  |  |
| --- | --- |
| **Teacher Reference Number** |  |

**Employment History**

Please ensure that you provide a continuous and unbroken record of your employment status. This includes any periods when you were unemployed, undertaking voluntary work or periods of study. Any gaps in the history provided will need to be explained at interview should your application proceed to that stage.

**Most Recent Employment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Organisation/Business Name** | | | | **Organisation/Business Address** | | |
|  | | | | **Postcode** | | |
| **Name of Primary Contact** | | | |
|  | | | |
| **Telephone** | | | | **Current Role** | | |
|  | | | |  | | |
| **Email** | | | | **Current salary (Please include scale & point/grade/allowance)** | | |
|  | | | |  | | |
| **Date Appointed** | | |
|  | | |
| **Provide a Brief Description of the Role and Responsibilities Held** | | | | | | |
|  | | | | | | |
| **Name of Employer** | **From/To** | **FT or PT** | **Post Held** | | **Salary level** | **Main responsibilities** |
|  |  |  |  | |  |  |

**Gaps in employment history**

**Please use this section to detail any reasons for gaps in employment history**

|  |  |
| --- | --- |
| **Dates of employment gaps (from – to)** | **Reason for employment gaps** |
|  |  |
|  |  |
|  |  |
|  |  |

**Education and Qualifications**

**School**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School Name** | **From** | **To** | **Subjects & Grades Achieved** | **Date of Award** |
|  |  |  |  |  |

**Higher/Further Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Higher/Further Education Institution Name** | **From** | **To** | **Qualifications Awarded & Grades Achieved** | **Subjects**  **(Main & Subsidiary)** |
|  |  |  |  |  |

**Other Training, Qualifications or CPD**

|  |  |  |  |
| --- | --- | --- | --- |
| **Provider Name** | **Date Completed** | **Course/Qualification Title** | **Subjects & Grades** |
|  |  |  |  |

**Membership of Professional Bodies or Associations**

|  |  |
| --- | --- |
| **Name of Body or Association** | **Date Membership Commenced** |
|  |  |

**Letter of Application**

Please include a letter of application to establish your suitability for this post. It should include, but not be constrained, to the following:

* How has your previous career/experience prepared you for this post?
* How would you fulfil the demands of this post?
* How will you contribute toward the school fulfilling its aims?

**Referees (Who may be contacted without further notice)**

**One of these referees must be your current or most recent employer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee’s Name** |  | **Referee’s Name** |  |
| **Position** |  | **Position** |  |
| **Relationship to Applicant** |  | **Relationship to Applicant** |  |
| **Address** |  | **Address** |  |
| **Postcode** |  | **Postcode** |  |
| **Telephone Number** |  | **Telephone Number** |  |
| **Email:** |  | **Email** |  |

**Disclosure of Criminal Conviction**

The nature of the post for which you have applied means that it is exempt from provisions contained in the Rehabilitation of Offenders Act, 1974. You are therefore required to disclose whether or not you have ever been convicted of a criminal offence. Disclosure of a criminal offence need not necessarily debar you from appointment. However, should you fail to disclose a criminal conviction prior to appointment this could result in your summary dismissal or disciplinary action being taken against you. All information will be treated in the strictest confidence.

**We are an international 14-19 school that prioritises the safeguarding of children and young people.  EF Academy Torbay promotes the welfare and interests of children and young people and we expect all staff to share this commitment. Relevant pre-employment and Enhanced DBS checks and the sourcing of references will be undertaken prior to appointment.**

**Have you ever been convicted of a criminal offence? Yes □ No □**

If YES, please provide further details, including the type of offence, date of conviction and subsequent sentence, on a separate sheet, to be placed in a sealed envelope marked ‘Confidential’.

I declare to the best of my knowledge the information submitted in this application, including the disclosure of criminal convictions, is complete and correct.

Signed: Date

(Please Print and Sign)

Please return this completed form together with the letter of application to.

**The Headteacher, EF Academy, EF House, Castle Road, Torquay, TQ1 3BG**

|  |  |  |
| --- | --- | --- |
| **FOR OFFICE USE ONLY**  Date Received Shortlisted | | |
| **References** | **Date Requested** | **Date Received** |
| **Reference 1** |  |  |
| **Reference 2** |  |  |