

Post Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| **PLEASE TELL US HOW YOU HEARD ABOUT OUR VACANCY** | **TES**  **ONLINE** |  | **TEACH IN HERTS** |  | **OTHER inc. TES NEWSPAPER**  **(Please tell us)** |  |

**PLEASE COMPLETE ALL SECTIONS IN BLACK TO FACILITATE PHOTOCOPYING**

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

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname/Family Name:** | **Preferred Title:** |
| **First Name(s):** | **Previous Surname:** |
| **Home Address:** | **Present Address (if different):** |
|  |  |
|  |  |
|  |  |
| **Post Code:** | **Post Code:** |
| **Telephone (Home):** | **Telephone (Work):** |
| **Telephone (Mobile):** | **Email:** |
| **Date of Birth:** |  |
| **CURRENT EMPLOYMENT** (If you are not currently employed as a teacher please leave blank) | |
| **Name of Establishment:** | **Employer:** |
| **Type of School:** | **Key Stage:** |
| **Post Held:** | **Date Appointed:** |
| **Pay Scale:** | **Total Annual Salary:** |
| If your salary includes additional payments, what are they and what is the value? (e.g. TLR of £4,000) | |

|  |  |
| --- | --- |
| **ADDITIONAL INFORMATION** | |
| National Insurance No: | Teacher Reference No. |
| Date of Recognition\* | Date of registration with the GTC:. |

Monk’s Walk School operates a Safer Recruiting Policy.

If called for interview you must bring with you:

* Passport
* Photocard Driving Licence
* Proof of your National Insurance Number
* Proof of your home address
* Signed Criminal Record Declaration Form in a sealed envelope
* Degree Certificate
* Proof of Teacher Reference Number (QTS Certificate)
* If relevant your Threshold Certificate and/or proof of your current pay *grade*

**PREVIOUS EMPLOYMENT DETAILS**

Please list in chronological order (most recent first), with precise dates if possible, as this information may be used to assess salary.

(Supply teaching appointments need not be listed individually)

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

**HIGHER EDUCATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Establishment(s)** | **From** | **To** | **Full/**  **Part-time** | **Qualification Awarded** | | | |
|  |  |  |  | **Degree Title** | | | |
| Degree |  |  |  | Degree | Class | Division | Date of award |
| or Cert.Ed |  |  |  |  |  |  |  |
| PGCE |  |  |  | Key Stage | | | |
| Other |  |  |  | Subject | | | |

**SECONDARY SCHOOL EDUCATION**

|  |  |  |
| --- | --- | --- |
| **Establishment(s)** | **From** | **To** |
|  |  |  |

**Examinations** (Please give details of ‘A’ Levels and GSCEs, or equivalent: i.e. Subject, Date, Results/Grade)

|  |  |  |
| --- | --- | --- |
| **Subject** | **Date** | **Results/Grade** |
|  |  |  |

**OTHER QUALIFICATIONS OBTAINED**

|  |  |  |
| --- | --- | --- |
| **Course and Organising Body** | **Date** | **Qualification** |
|  |  |  |

**OTHER TRAINING UNDERTAKEN IN THE LAST 2 YEARS**

|  |  |  |
| --- | --- | --- |
| **Course and Organising Body** | **Date** | **Qualification** |
|  |  |  |

**PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18** (Please give details)

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

**LEISURE INTERESTS**

|  |
| --- |
| Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying. |
|  |

**REFERENCES**

Please give the names, addresses and status of two referees who may be approached now. **References from friends or relatives are not acceptable.**

(If you are currently employed as a teacher, one referee **must** be your present Headteacher).

|  |  |
| --- | --- |
| **1) Name:** | **Status:** |
| **Address:** |  |
|  |  |
|  | **Email:** |
| **Telephone:** |  |
| **2) Name:** | **Status:** |
| **Address:** |  |
|  |  |
|  | **Email:** |
| **Telephone:** |  |

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.

|  |  |
| --- | --- |
| **From what source did you learn of this vacancy?** | |
|  | |
| **Are you a relative or partner of any employee or governor of the School?** | Yes/No |
| **If yes**, please give details: …………………………………………………………... | |
|  | |
| **Has someone else completed this form on your behalf?** | Yes/No |
| **If yes**, please provide the person’s name and an explanation: | |
|  | |

|  |
| --- |
| I certify that the information given above is correct to the best of my knowledge. 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:** |

**SUPPLEMENTARY INFORMATION SHEET**