



Application Form

| | |
|----------------------|--|
| Job Reference Number | |
| Job Title | |
| Closing Date | |

Personal Details

| | | | | | | | |
|--|-----------------------------|------------------------------|-------------------------------|-----------------------------|-----------------------------|--------------------------------|--|
| Title | Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Dr <input type="checkbox"/> | Other <input type="checkbox"/> | |
| Surname | | | | Forename | | | |
| Please state any former names including maiden name (if appropriate) | | | | | | | |

| | | | | |
|---|--|---|---|--------------------------------------|
| Country of Nationality | | | | |
| England <input type="checkbox"/> | Wales <input type="checkbox"/> | Scotland <input type="checkbox"/> | Northern Ireland <input type="checkbox"/> | UK, Britain <input type="checkbox"/> |
| Other EU <input type="checkbox"/> | Europe Non-EU <input type="checkbox"/> | * The Americas and The Caribbean <input type="checkbox"/> | | * Africa <input type="checkbox"/> |
| * Middle East and Asia <input type="checkbox"/> | | * Antarctica and Oceania <input type="checkbox"/> | | |
| * Please state country | | | | |

| | | | |
|---------------|---|---|------------------|
| Date of Birth | / | / | (day/month/year) |
|---------------|---|---|------------------|

| | |
|---------------------|--|
| Address | |
| Postcode / Zip code | |
| Country | |
| Email | |
| Mobile | |
| Home Telephone | |
| Work Telephone | |

Education details (Further / Higher Education)

Applicants will be expected to verify their qualifications - and their examining body - either at, or prior to, the interview with proof of qualifications/ certificates.

Please use additional sheets if you need to include more qualifications and clearly mark the sheet with the section Education (Further/Higher Education).

Education details (Further/ Higher Education - MOST RECENT FIRST)

Job Seekers who have qualifications from outside England, Wales or Northern Ireland are STRONGLY advised to obtain a certificate of equivalence from NARIC (www.naric.org.uk). The equivalent qualifications should be listed rather than the original qualification.

If you have lost any existing certificates and you wish to reorder please contact the National Database of Accredited Qualifications (www.accreditedqualifications.org.uk/awarding-body).

Education details FE/HE (1)

| | |
|--------------------------------|------------------|
| Educational establishment name | |
| Country of establishment | |
| Dates attended from | / (month / year) |
| Dates attended to | / (month / year) |
| Category of Qualification | |
| Qualification awarding body | |
| Date of Award/ Expected | / (month / year) |
| Subject | |
| Grade | |

Education details FE/HE (2)

| | |
|--------------------------------|------------------|
| Educational establishment name | |
| Country of establishment | |
| Dates attended from | / (month / year) |
| Dates attended to | / (month / year) |
| Category of Qualification | |
| Qualification awarding body | |
| Date of Award/ Expected | / (month / year) |
| Subject | |
| Grade | |

Education details FE/HE 3)

| | |
|--------------------------------|------------------|
| Educational establishment name | |
| Country of establishment | |
| Dates attended from | / (month / year) |
| Dates attended to | / (month / year) |
| Category of Qualification | |
| Qualification awarding body | |
| Date of Award/ Expected | / (month / year) |
| Subject | |
| Grade | |

Education details FE/HE (4)

| | |
|--------------------------------|------------------|
| Educational establishment name | |
| Country of establishment | |
| Dates attended from | / (month / year) |
| Dates attended to | / (month / year) |
| Category of Qualification | |

| | |
|-----------------------------|------------------|
| Qualification awarding body | |
| Date of Award/ Expected | / (month / year) |
| Subject | |
| Grade | |

Education details (Secondary - MOST RECENT FIRST)

Job Seekers who have qualifications from outside England, Scotland, Wales or Northern Ireland are STRONGLY advised to obtain a certificate of equivalence from NARIC (www.naric.org.uk). The equivalent qualifications should be listed rather than the original qualification.

If you wish to reorder any previous UK Secondary certificates please contact the Office of the Qualifications and Examinations Regulator (www.ofqual.gov.uk).

Please use sheets if you need to include more education details and clearly mark the sheet with the section: Education details (Secondary).

Education details - Secondary (1)

| | |
|-------------------------------------|------------------|
| Educational establishment name | |
| Country of establishment | |
| Dates attended from | / (month / year) |
| Dates attended to | / (month / year) |
| Qualifications achieved with grades | |

Education details - Secondary (2)

| | |
|-------------------------------------|------------------|
| Educational establishment name | |
| Country of establishment | |
| Dates attended from | / (month / year) |
| Dates attended to | / (month / year) |
| Qualifications achieved with grades | |

In service Training / Professional Development

Please provide details of training/ professional development you have completed which is relevant to this post.

Please use additional sheets if you need to include more in service training / professional development courses and clearly mark the sheet with the section: In service Training / Professional Development.

Training/ PD record (1)

| | |
|----------------------------|------------------|
| Training / course title | |
| Duration | |
| Date Completed | / (month / year) |
| Outcome (pass or fail) | |
| Awarding / Organising Body | |

Training/ PD record (2)

| | |
|-------------------------|--|
| Training / course title | |
|-------------------------|--|

| | |
|----------------------------|------------------|
| Duration | |
| Date Completed | / (month / year) |
| Outcome (pass or fail) | |
| Awarding / Organising Body | |

Training/ PD record (3)

| | |
|----------------------------|------------------|
| Training / course title | |
| Duration | |
| Date Completed | / (month / year) |
| Outcome (pass or fail) | |
| Awarding / Organising Body | |

For Teacher roles only

Teachers from Scotland and Northern Ireland should apply to the GTC (www.gtce.org.uk) for a recognition of their teaching qualifications in order to obtain QTS. Once obtained you can then apply for GTC registration in England. Teachers from Wales are required to register with the GTC.

For Teachers who are from the European Economic Area and are applying for a teaching role should apply to the GTC for Qualified Teacher Status (QTS) in the first instance. Job seekers for teaching posts from outside the EEA and affiliated countries should seek guidance from the TDA (www.tda.gov.uk) on the various routes in obtaining qualified teacher status.

| | | |
|--|------------------------------|-----------------------------|
| Do you have Qualified Teacher Status (QTS)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Date awarded QTS | / / | (day/month/year) |
| Are you currently registered with the GTC in England | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If you have gained QTS after 7th May 1999 have you completed the Statutory Teaching Induction Period? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you worked as a Supply Teacher for 16 months or more? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If you have not yet completed your period of induction how long do you have left to complete? | | |
| If you have confirmed your induction period is part completed please provide the name of the relevant appropriate body where your induction period was undertaken. | | |
| Teacher Reference No (formerly DfES Number). If you have lost/ cannot recall your teacher reference number please contact the GTCE by calling +44 (0)370 001 0308 | | |
| What subject area did you specialise in for teacher training? | | |
| Other subject areas of interest e.g. Sport, Music, Drama? | | |

Current Employment

Please list your current employment details here. This can be full time, part time or even voluntary work by a recognised employer. If you are not currently in employment go to "Past Employment Record".

| | | |
|----------------------------------|------------------------------|-----------------------------|
| Are you currently in employment? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|----------------------------------|------------------------------|-----------------------------|

| | |
|--|----------------------|
| Please state employment position / sector | |
| Job Title | |
| Role Type | |
| Name of employer (or school) | |
| Employer/School Address | |
| Employer/School Town or City | |
| Employer/School Country | |
| Employer/School Postcode | |
| Phone Number | |
| If a school, please confirm school type | |
| If a school, please confirm name of Head Teacher | |
| What was the relationship with your employer? | |
| Are you employed directly by your employer or via a third party? | |
| Type of Contract | |
| Working hours | |
| Start date of Contract / Service | / / (day/month/year) |
| Current Salary (£/Sterling equivalent) | |
| Allowance(s) received | |
| Period of notice required | |
| Reason for seeking to leave | |
| Briefly outline duties | |

If a Teaching Role please include

| | |
|---|--|
| Pupil Type | |
| Year group of children taught | |
| Numbers on roll | |
| Main subject(s) taught | |
| Level taught | |
| Subsidiary subject(s) taught | |
| Level taught | |
| Additional Teacher and Learning Responsibilities (if appropriate) | |

Past Employment

Past Employment Record (MOST RECENT FIRST)

Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-

time employment, with start and end dates, explanations for periods not in employment, education or training, and reasons for leaving employment.

Any employment with an Agency must show the Agency as the employer and not the school where the work was carried out.

As part of the Schools Recruitment Service commitment to "Safeguarding Children and Safer Recruitment in Education" a full employment history from leaving secondary education is required for all job seekers who wish to work in a school environment.

Please use additional sheets if you need to include further past employment and clearly mark the sheet with the section Past Employment.

Past Employment (1)

| | |
|--|----------------------|
| Please confirm your previous occupation or employment status/ sector | |
| For periods not in employment, please provide reasons | |
| Job Title | |
| Role Type | |
| Name of employer (or school) | |
| Employer/School Address | |
| Employer/School Town or City | |
| Employer/School Country | |
| Employer/School Postcode | |
| Phone Number | |
| If a school, please confirm school type | |
| If a school, please confirm name of Head Teacher | |
| What was the relationship with your employer? | |
| Were you directly employed by your employer or via a third party? | |
| Type of Contract | |
| Working hours | |
| Start date of Contract / Service | / / (day/month/year) |
| End date of Contract / Service | / / (day/month/year) |
| Current Salary (£/Sterling equivalent) | |
| Allowance(s) received | |
| Period of notice required | |
| Reason for leaving | |
| Briefly outline duties | |
| Pupil Type | |
| Year group of children taught | |
| Numbers on roll | |
| Main subject(s) taught | |
| Level taught | |
| Subsidiary Subject(s) Taught | |

| | |
|---|--|
| Level taught | |
| Additional Teacher and Learning Responsibilities (if appropriate) | |

Past Employment (2)

| | |
|--|----------------------|
| Please confirm your previous occupation or employment status/ sector | |
| For periods not in employment, please provide reasons | |
| Job Title | |
| Role Type | |
| Name of employer (or school) | |
| Employer/School Address | |
| Employer/School Town or City | |
| Employer/School Country | |
| Employer/School Postcode | |
| Phone Number | |
| If a school, please confirm school type | |
| If a school, please confirm name of Head Teacher | |
| What was the relationship with your employer? | |
| Were you directly by your employer or via a third party? | |
| Type of Contract | |
| Working hours | |
| Start date of Contract / Service | / / (day/month/year) |
| End date of Contract / Service | / / (day/month/year) |
| Current Salary (£/Sterling equivalent) | |
| Allowance(s) received | |
| Period of notice required | |
| Reason for leaving | |
| Briefly outline duties | |
| Pupil Type | |
| Year group of children taught | |
| Numbers on roll | |
| Main subject(s) taught | |
| Level taught | |
| Subsidiary Subject(s) Taught | |
| Level taught | |
| Additional Teacher and Learning Responsibilities (if appropriate) | |

Past Employment (3)

| | |
|--|--|
| Please confirm your previous occupation or employment status/ sector | |
|--|--|

| | |
|---|----------------------|
| For periods not in employment, please provide reasons | |
| Job Title | |
| Role Type | |
| Name of employer (or school) | |
| Employer/School Address | |
| Employer/School Town or City | |
| Employer/School Country | |
| Employer/School Postcode | |
| Phone Number | |
| If a school, please confirm school type | |
| If a school, please confirm name of Head Teacher | |
| What was the relationship with your employer? | |
| Were you directly employed by your employer or via a third party? | |
| Type of Contract | |
| Working hours | |
| Start date of Contract / Service | / / (day/month/year) |
| End date of Contract / Service | / / (day/month/year) |
| Current Salary (£/Sterling equivalent) | |
| Allowance(s) received | |
| Period of notice required | |
| Reason for leaving | |
| Briefly outline duties | |
| Pupil Type | |
| Year group of children taught | |
| Numbers on roll | |
| Main subject(s) taught | |
| Level taught | |
| Subsidiary Subject(s) Taught | |
| Level taught | |
| Additional Teacher and Learning Responsibilities (if appropriate) | |

Past Employment (4)

| | |
|--|--|
| Please confirm your previous occupation or employment status/ sector | |
| For periods not in employment, please provide reasons | |
| Job Title | |
| Role Type | |
| Name of employer (or school) | |
| Employer/School Address | |

| | |
|---|----------------------|
| Employer/School Town or City | |
| Employer/School Country | |
| Employer/School Postcode | |
| Phone Number | |
| If a school, please confirm school type | |
| If a school, please confirm name of Head Teacher | |
| What was the relationship with your employer? | |
| Were you employed directly by your employer or via a third party? | |
| Type of Contract | |
| Working hours | |
| Start date of Contract / Service | / / (day/month/year) |
| End date of Contract / Service | / / (day/month/year) |
| Current Salary (£/Sterling equivalent) | |
| Allowance(s) received | |
| Period of notice required | |
| Reason for leaving | |
| Briefly outline duties | |
| Pupil Type | |
| Year group of children taught | |
| Numbers on roll | |
| Main subject(s) taught | |
| Level taught | |
| Subsidiary Subject(s) Taught | |
| Level taught | |
| Additional Teacher and Learning Responsibilities (if appropriate) | |

Supporting Statement

Please give your reasons for making this application. Use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for the job. These may have been gained from your work experience, and any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the Person Specification. If you are a teacher, please provide details of any specialist teaching experience / skills you possess that may be relevant to the post.

| |
|--|
| |
|--|

| | | |
|---|------------------------------|-----------------------------|
| Are you applying for this job on a job share basis? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|---|------------------------------|-----------------------------|

Please list here any reasonable adjustments you may require to attend for an interview and/or to help you in this vacancy. You may wish to request support if you need help with access to the building or if you need further assistance with regards to speech, language or even hearing support.

References

Please give the name of at least two referees as applicable to the instructions in the vacancy details, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Head Teacher applicants should normally provide the name of an appropriate senior officer in the maintaining authority of their current or most recent school. The second referee would normally be the Chair of Governors at that school.

As part of the Schools Recruitment Service commitment to "Safeguarding Children and Safer Recruitment in Education" references will be requested for short-listed candidates prior to interview. You must have a minimum of 2 referees to submit your application.

Referee (1)

| | |
|---|--|
| Title | |
| First Name | |
| Last Name | |
| Position | |
| Type of Referee | |
| Employer/School Name | |
| Address | |
| Town/City | |
| Country | |
| Postcode | |
| Telephone | |
| Mobile | |
| Email | |
| If a school please confirm Name of Head Teacher | |

Referee (2)

| | |
|----------------------|--|
| Title | |
| First Name | |
| Last Name | |
| Position | |
| Type of Referee | |
| Employer/School Name | |
| Address | |
| Town/City | |
| Country | |
| Postcode | |
| Telephone | |
| Mobile | |

| | |
|---|--|
| Email | |
| If a school please confirm Name of Head Teacher | |

Declarations & Disclosure

The Disability Discrimination Act 1995 defines disability as: "A physical or mental impairment which has a substantial or long-term adverse effect on their ability to carry out normal day-to-day activities.

| | |
|---------------------------|--|
| Do you have a disability? | Yes <input type="checkbox"/> |
| | No <input type="checkbox"/> |
| | Prefer not to say <input type="checkbox"/> |

| | |
|---|------------------------------|
| If you are disabled and the employer is committed to the "two ticks" scheme (positive about disabled people) do you wish to request an interview if you meet the essential criteria contained within the Person Specification. To read more about two ticks please visit www.direct.gov.uk | Yes <input type="checkbox"/> |
| | No <input type="checkbox"/> |

Work Permission

If you are unclear about your eligibility to work in the UK please refer to our frequently asked questions or alternatively you may find the UK Borders Agency website helpful (<http://www.ukba.homeoffice.gov.uk/>).

| | |
|---|------------------------------|
| Do you need permission to work in the UK? | Yes <input type="checkbox"/> |
| | No <input type="checkbox"/> |

Relationships

Failure to disclose a close personal relationship as below may disqualify you.

| | |
|--|------------------------------|
| Are you a relative or a partner, or do you have a close personal relationship with, any employee or Governor of the establishment to which your application is being made or to any Council employee of the Local Authority? | Yes <input type="checkbox"/> |
| | No <input type="checkbox"/> |
| If yes, please state the person(s) full name, their position and place of work | |

National Insurance Number

| | |
|---|------------------------------|
| Do you have a National Insurance (NI) Number? | Yes <input type="checkbox"/> |
| | No <input type="checkbox"/> |
| If Yes please enter | |
| If No please state reason | |

Sickness Record

| | |
|--|--|
| How many days absence due to sickness have you had in the last 12 months? If you wish, please provide some details | |
|--|--|

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, as well as cautions, warnings, reprimands and bind-overs, 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, cautions, warnings, reprimands and bind-overs.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs 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.

| | |
|---|-----------------------------|
| Do you have any criminal convictions, cautions, warnings, reprimands or bind-overs, or are on the ISA barred lists or disqualified from working with children, or subject to sanctions imposed by the General Teaching Council (GTC)? | No <input type="checkbox"/> |
| | Yes, detailed below |

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs, or are on the ISA barred lists or disqualified from working with children, or subject to sanctions imposed by the General Teaching Council (GTC). Please provide further details here for consideration.

| |
|--|
| |
|--|

Data Protection Act: Consent and Certification of Details

- I hereby give my consent for the information provided on this form, 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 1998.

Declaration

As part of the Schools Recruitment Service commitment to "Safeguarding Children and Safer Recruitment in Education" it is imperative that all submitted responses to the questions have been accurately and fully answered.

- I hereby certify that all the information given on this form is correct and that all 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 result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

Diversity Monitoring

We are committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only, and will not be seen by the short listing panel. This section will be detached from the application form prior to short listing.

Ethnic Origin

I would describe my ethnic origin as

White

- White - British White - Irish Any Other White Background

Mixed Race

- White and Black Caribbean White and Black African White and Asian
- Any Other Mixed Background

Asian

- Indian Pakistani Bangladeshi
- Any Other Asian Background

Black

- Black - Caribbean Black - African Any Other Black Background

Chinese

- Chinese

Other Ethnic Group

- Any Other Ethnic Group

Prefer not to say

- Prefer not to say

Gender

- Male Female Prefer not to say