



CONFIDENTIAL
APPLICATION FOR TEACHING POST
NAME OF ACADEMY

Please complete in black ink and return it to
Contact & School address

APPLICATION FORM: TEACHER

| | | | |
|------------------|--|--------------|--|
| Post applied for | | Closing date | |
|------------------|--|--------------|--|

Please complete all sections. This part of the application form WILL be used to shortlist candidates for interview

1. PERSONAL DETAILS

| | | | |
|---|--|-----------------------------------|--|
| Surname: | | Forenames: | |
| Previous name / Maiden name (if applicable) | | | |
| Title: | | Date of Birth: | |
| Address (for correspondence): | | Address (permanent if different): | |
| Postcode: | | Postcode: | |
| Home phone no: | | Email: | |
| Work phone no. & extension if appropriate: | | Email: | |
| Mobile phone no: | | | |
| National Insurance no: | | Teacher no: | |

2. PRESENT TEACHING POST

| | | | |
|-----------------------|--|-----------------------|--|
| Present post (title): | | Date appointed: | |
| Current salary: | | Additional allowance: | |
| Name of school: | | | |
| Address: | | | |
| Postcode: | | | |
| Type of school: | | Age range: | |
| | | Number on roll: | |

| | | | |
|---|--|-------------------|--|
| Boys/girls/mixed: | | Age range taught: | |
| Name of education authority or private institution: | | | |
| Reason for leaving or for seeking other employment: | | | |

3. PREVIOUS EMPLOYMENT (Please enter earliest first with exact date)

| Employer: (if employed by an LA, give LA and school/college) | Post: | Grade / scale: | Full or part-time (if part-time, give hours): | Dates: (month/year) | | Reason for leaving: |
|---|-------|----------------|---|------------------------|----|---------------------|
| | | | | From | To | |
| | | | | | | |
| | | | | | | |
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4. EDUCATION & TRAINING (Including teacher training)

| Dates | | Full or part time | Name of educational establishment | Please state all qualifications and grades from Level 2 qualifications onwards | Class of degree (eg.2:1): | Date of award |
|-------|----|-------------------|-----------------------------------|--|---------------------------|---------------|
| From | To | | | | | |
| | | | | | | |
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For newly qualified teachers only - please confirm current status of Induction Period including dates/ outcomes of reviews:

1st review:

2nd review:

3rd review:

| | | | |
|---|--|------------------------------|--|
| Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Further <input type="checkbox"/> (Please select as appropriate) | | Age range for which trained: | |
| Main teaching subject: | | | |
| Subsidiary subjects: | | | |
| Other recent courses and INSET in which you have been involved in the past 3 years and which you consider relevant to this post. <i>(Please continue on a separate sheet if necessary).</i> | | | |

5. DETAILS OF REMUNERATED ACTIVITY

| Have you had any periods of unremunerated activity after the age of 18 years, eg raising family, unpaid voluntary work? YES <input type="checkbox"/> NO <input type="checkbox"/> | | |
|---|-------|----|
| If yes, please give details: | Dates | |
| | From | To |
| | | |

6. ADDITIONAL INFORMATION

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|--|
| <p>Please provide additional information / or a letter in support of your application no more than 2 sides of A4 long.</p> <p>This should include some indication of why you are interested in this particular post and what experience, interests and skills you can offer in relation to the job description / person specification.</p> <p>Your response to this section is extremely important.</p> |
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7. REFERENCES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then headteachers, college lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The academy reserves the right to approach any previous employer or manager.

| | | | |
|--|--|--|--|
| Name: | | Name: | |
| Address: | | Address: | |
| Postcode: | | Postcode: | |
| Telephone number: | | Telephone number: | |
| E-mail: | | E-mail: | |
| Position/title: | | Position/title: | |
| Do we have your permission to approach the above prior to interview? | | YES <input type="checkbox"/> NO <input type="checkbox"/> | |

If no, you may wish to give reasons:

Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

8. PENSION

Please give details of any pension scheme to which you have contributed:

If you have opted out of the Teachers' Pension Scheme please give details:

| | |
|---|--|
| Have you elected to have your part time relief employment treated as pensionable? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| If yes, please give date of election: | |

9. GENERAL

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|--|--|
| Are you related to anyone at any school governed by the Multi-Academy Trust. If yes, please state name and position: | |
| Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates in the space provided below. | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| This information is required, including that related to warnings regarded as "spent" in order for the academy to ensure safe recruitment and meet its obligations, for relevant appointments, to safeguard vulnerable users of the it's services. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. | |

10. DISCLOSURE OF CRIMINAL BACKGROUND

| | |
|---|--|
| The Multi-Academy Trust is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Criminal Records Bureau. | |
| Due to the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must provide information about all convictions, including those which for other purposes are 'spent' under the provisions of the Act. | |
| Have you ever been convicted of a criminal offence? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Have you ever been cautioned for a criminal charge? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Are you at present the subject of a criminal charge? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| If yes to any of the above questions, please give brief details including dates: | |
| | |
| The Multi-Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive School's Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. | |

11. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

12. EQUALITY ACT 2010

Disabled applicants who meet the essential shortlisting requirements will be guaranteed an interview.

13. DATA PROTECTION ACT

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside the academy without first seeking your permission, unless there is a statutory reason for doing so. This academy is under duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information visit: www.informationcommissioner.gov.uk

14. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the academy.

Signed

Date

Please return you completed form BY POST / BY HAND to arrive by the closing date to: the address at the top of the application or by EMAIL to school@schoolemailaddress If you have not received a reply within the next 6 weeks, you should assume that your application has been unsuccessful.