REDHILL ACADEMY TRUST
Exsisto Optimus

CONFIDENTIAL

TEACHER APPLICATION FORM

(INCLUDING HEADTEACHERS AND DEPUTY HEADTEACHERS)

APPLICATION FOR THE POST OF:	
ACADEMY NAME:	

2 PERSONAL DETAILS *(CAPITAL LETTERS PLEASE)*

SURNAME:		**FORENAME:**	
TITLE BY WHICH YOU WISH TO BE REFERRED:	Choose an item.	**IF OTHER, PLEASE DETAIL:**	
ADDRESS FOR CORRESPONDENCE:		**PERMANENT ADDRESS (IF DIFFERENT):**	
POST CODE:		**POST CODE:**	
TEL NUMBER(S):		**EMAIL:**	

NATIONAL INSURANCE NUMBER:		**DATE OF BIRTH:**	Click here to enter a date.
DFE REF NUMBER:			

3 EMPLOYMENT

NAME AND ADDRESS OF CURRENT EMPLOYER:		**NAME AND ADDRESS OF ESTABLISHMENT WHERE EMPLOYED (IF DIFFERENT):**	
PRESENT POST:		**DATE APPOINTED:**	Click here to enter a date.
CURRENT ANNUAL SALARY:		**POINT ON PAY SPINE:**	
AGE RANGE OF STUDENTS:		**ADDITIONAL TLR:**	
NUMBER ON ROLL:			
BRIEF DESCRIPTION OF DUTIES:			

PREVIOUS EMPLOYMENT (MOST RECENT FIRST AND EXACT DATES)

EMPLOYER (IF EMPLOYED BY A MAT, GIVE MAT AND SCHOOL/COLLEGE)	POST	GRADE/ SCALE	FULL OR PART-TIME (GIVE HRS)	DATES			
				FROM		TO	
				M	Y	M	Y

4 EDUCATION AND TRAINING POST 16 EDUCATION AND TRAINING (INCLUDING TEACHER TRAINING)

DATES		FULL OR PART-TIME	NAME OF EDUCATIONAL ESTABLISHMENT	QUALIFICATION GAINED	CLASS OF DEGREE EG HONS II (II)	DATE OF AWARD
FROM	TO					

DETAILS OF TEACHER TRAINING			
IF QUALIFIED SINCE 1999, PLEASE GIVE DATE WHEN NEWLY QUALIFIED TEACHER STATUS (QTS) AWARDED:			
PRIMARY / SECONDARY / FURTHER:		**AGE RANGE FOR WHICH TRAINED:**	
MAIN TEACHING SUBJECT:			
SUBSIDIARY SUBJECT(S):			

OTHER RECENT COURSES AND INSET IN WHICH YOU HAVE BEEN INVOLVED IN THE PAST 3 YEARS AND WHICH YOU CONSIDER RELEVANT. (PLEASE CONTINUE ON SEPARATE SHEET IF NECESSARY)

5 PERIODS OF UNREMUNERATED ACTIVITY

Please give details of any gaps in employment (not included in sections 3 or 4) since leaving full-time education E.g. Raising Family, Unpaid Voluntary Work (this may affect incremental entitlement).

HOW TIME WAS SPENT	**DATES**	
	FROM	**TO**

6 ADDITIONAL INFORMATION

Please include any additional information that is not included in your letter of application that you consider relevant.

7 REFERENCES

Please provide details of two referees below. One of the referees should be your present or most recent employer, specifically; this will need to come from the Headteacher/Principal if your last employment was in a school. Normally no final offer of employment will be made without two appropriate references. 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 either referees.

NAME:		**NAME:**	
STATUS:		**STATUS:**	
ADDRESS:		**ADDRESS:**	
POSTCODE:		**POSTCODE:**	
TELEPHONE:		**TELEPHONE:**	
EMAIL ADDRESS:		**EMAIL ADDRESS:**	
Do we have your permission to approach the above prior to interview?			Choose an item.
If no, you may wish to give reason(s):			

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? Choose an item.
If YES, please give date of election:

9 GENERAL

You are required to declare below any relationship with or to a member of The Redhill Trust Governing Bodies or any employees of Trust schools.

Please state name and position and your relationship to them:	
Have you ever been the subject of formal disciplinary proceedings?	Choose an item.
If YES, please give brief details including dates:	

10 DISCLOSURE OF CRIMINAL BACKGROUND

The Authority 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 given them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure and Barring Service.

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.

Please answer the following questions.	
Have you ever been convicted of a criminal offence?	Choose an item.
Have you ever been cautioned for a criminal charge?	Choose an item.
Are you at present the subject of a criminal charge?	Choose an item.
If YES to any of the above questions, please give brief details including dates.	

11 OVERSEAS CHECKS

Have you lived or worked outside the United Kingdom for 12 months or more within the last ten years of your adult life (18)?	Choose an item.
If you have answered YES, please give brief details including dates.	

12 EQUALITY ACT 2010

The Equality Act 2010 permits The Redhill Academy to enquire if you have any health issues or a disability for the purpose of ensuring we give you a fair selection interview. The Equality Act 2010 defines disability as, "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities".

Do you consider yourself to have a disability?	Choose an item.
If you have answered YES to the above, is there any information that we need in order to offer you a fair selection 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 Council or school without first seeking your permission. You can ask our Data Protection Officer about your legal rights regarding personal information or you can contact the Information Commissioner whose website is 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 Authority/School.

SIGNED: _____ **DATE:** Click here to enter a date.

Please return your completed form BY POST/EMAIL or BY HAND to arrive by the closing date to the contact name and address shown in the advertisement/information pack. If you have not received a reply within the next six weeks, you should assume that your application has been unsuccessful.