



# Quarrydale Academy

## CONFIDENTIAL

### TEACHING STAFF APPLICATION FORM (Including head teachers and deputy head teachers)

Please complete in BLACK ink as this form may be photocopied.

#### 1. APPLICATION FOR THE POST OF

#### 2. PERSONAL DETAILS

Surname:	Forename:
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)	
Address for correspondence:	Permanent Address (if different):
Postcode:	Postcode:
Home Telephone no:	Mobile Telephone no:
Work Telephone no:	Email address:
Extension (if applicable):	
National Insurance Number :	
DFE ref number:	

#### 3. EMPLOYMENT

Name and address of current employer:	Name and address of establishment where employed (if different):
Postcode:	Date appointed:
Present post:	Point on pay spine:
Current annual salary:	Additional TLR:
Age range of pupils:	Number on roll:

Please give a brief description of duties:

**PREVIOUS EMPLOYMENT** (Most recent first and give exact dates) CONTINUE ON SEPARATE SHEET IF NECESSARY.

Employer (if employed by an LEA, give LEA and school/college)	Post	Grade/ scale	Full or part time (give hrs)	Dates			
				From		To	

## 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 e.g.: 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) was awarded:

For newly qualified teachers only – please confirm current status of Induction Period including dates/outcomes of reviews:

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1<sup>st</sup> Review:

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2<sup>nd</sup> Review:

### 3<sup>rd</sup> Review:

Primary / Secondary / Further :

Age range for which you 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 to this post: (please continue on a separate sheet if necessary)

**5. PERIODS OF UNREMUNERATED ACTIVITY** e.g. Raising a family, unpaid voluntary work, after the age of 18 years. (This may affect incremental entitlement)

How the time was spent.	Dates	
	From	To

**6. ADDITIONAL INFORMATION**

You may wish to include additional information in support of your application. This should be brief but in any case no more than two sides of A4 size paper. This additional information 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.

## 7. REFERENCES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees should 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 Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

Reference 1	Reference 2
Name:	Name:
Status:	Status:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
Email address:	Email address:
How long known:	How long known:
Do we have your permission to approach the above prior to interview? YES / NO	
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? YES / NO

If YES, please give date of election:

## 9. GENERAL

You are required to declare below any relationship with or to a Member Quarrydale Academy Governing Body or an employee of the Academy.

Please state name and position and your relationship to them:

Have you ever been the subject of formal disciplinary proceedings?

YES / NO

If YES, please give details including the dates

## 10. EQUALITY ACT 2010

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.” The Act requires an employer to make “Reasonable Adjustments” to working conditions, in order to enable disabled applicants to have equal access to employment opportunities. The information disclosed here will only be used to enable a fair decision to be made, and will not be used to discount applicants.

Do you consider yourself to have a disability?

YES / NO

If you have answered YES to the above, please answer the following question:

Is there any information that we need in order to offer you a fair selection interview?

## 11. 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 Quarrydale Academy without first seeking your permission or in accordance with the General Data Protection Regulation. You can ask our Data Protection Officer [jmart@quarrydale.notts.sch.uk](mailto:jmart@quarrydale.notts.sch.uk) about your legal rights regarding personal information or you can contact the Information Commissioner whose website is: <https://ico.org.uk/>

## 12. 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 Governors.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return your completed form to email: [dhutchinson@quarrydale.notts.sch.uk](mailto:dhutchinson@quarrydale.notts.sch.uk) to arrive by the closing date. Alternatively, you can return the form by post to: Quarrydale Academy, Stoneyford Road, Sutton in Ashfield, Nottinghamshire. NG17 2DU.

If you have not received a reply within a week prior to the interview date, you should assume that your application has been unsuccessful. We are unable to offer feedback due to the large volume of applications.