

Application Form for both Teaching and Support staff

Post Applied For:		
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Personal Details

Surname:		Previous Name(s):	
Forename(s):		Title:	
Address:			
Home No:		Mobile No:	
Which number are you happy to be contacted on?	Home No: YES / NO	Mobile No: YES / NO	
Email Address:			
Teacher number (if applicable)		NI Number:	

Present Employment (or most recent)

Post Title:		Date Appointed:	
Employers Name:			
Employers Address:			
Type of School:		Age Range:	
Subjects(s) Taught:		No. On Roll:	
Salary on Leaving:		Allowances:	
Date Left (if applicable):		Reason for Leaving:	
Notice Period:			

References (One reference MUST be from your current or most recent employer)

Name:		Name:	
Job Title:		Job Title:	
Address:		Address:	
Contact Number		Contact Number:	
Email Address		Email Address:	
Relationship to Applicant:		Relationship to Applicant:	

References will be obtained before interview for roles involved in working in a regulated activity, in line with Keeping Children Safe in Education (KCSIE) guidance. References must be professional, not character references, and from individuals who can comment authoritatively on your work. If your current or most recent job did not involve working with children, an additional reference is required from your last role where you worked with children.

Previous Employment – Teaching & Non-Teaching Posts - starting with the most recent
 (Please add more lines if required)

Dates:		Employer's Name & Address:	Post:	Salary (inc allowances):	Reason for leaving:
From:	To:				

Education

Dates:		Establishment Name & Address:	Qualifications:	Grade:
From:	To:			

Membership of Professional Organisations

Dates of Membership:		Professional Body / Organisation:	Membership Level:	
From	To		Grade:	Duration:

Relevant Professional Development

(in the last 5 years)

Dates:		Organising Body:	Subject:	Grade:	Duration:
From	To				

Break in Previous Employment History

(Please state any breaks in employment and the reason)

Dates:		Reason for break:
From	To	

Summary of Experience, Skills, Knowledge & Competencies

Please outline your suitability for the role by referring to the person specification and providing evidence of impact and outcomes. (maximum of 2 pages):

Summary of Experience, Skills, Knowledge & Competencies (continued)

Continue on this page.

Additional Information – Maximum of 500 Words (if required)

Please detail any further information you feel is relevant to your application that has not already been covered on this application:

Interview Arrangements

Please indicate below any dates you would not be available for interview:

Disability / Health Conditions

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 be disabled? Yes/No

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable an interview, or which you wish us to take into account when considering your application?

Data Protection Act

The information you supply when requesting a job pack will be held for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 6 months from last contact. When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive, if your application is unsuccessful, the form will be held for up to 6 months and then destroyed.

Applicant Declaration

I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualifications or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced. By signing this form, I agree to the School/College/Academy using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

I understand that if I don't tell you about any relationships with employees or governors at the School/College/Academy, or I neglect to tell you about any unspent criminal convictions including cautions, reprimands, warnings or that I am under investigation or have pending prosecutions and this is discovered after appointment, I could be dismissed without notice.

I understand that it is illegal to apply for a post that is a regulated activity if I have been barred from working in such activity. If it is discovered after appointment that I have been barred from working in a regulated activity, I am aware I will be dismissed without notice.

I can produce the original documents of my qualifications at the interview.

I understand that any canvassing, directly or indirectly, will be a disqualification.

I understand I MUST provide documents proving eligibility to work in the UK, prior to confirmation of appointment.

I understand that enhanced DBS with Barred List check will be obtain, prior to confirmation of appointment.

I am prepared to undergo a medical examination, prior to confirmation of appointment.

Signature:

Date:

Short listed

Interviewed

Appointed

OFFICE ONLY – MUST BE REMOVED PRIOR TO SHORTLISTING

Equal Opportunities Monitoring Section

This School / College / Academy want to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The School / College / Academy needs your help and co-operation to enable it to do this but filling in this form is voluntary. The information you provide will stay confidential and be stored securely.

1) How would you describe your ethnicity?

a) White

British

Irish

Any other White background*

* please state below:

b) Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other mixed background*

* please state below:

c) Asian & British Asian

Indian

Pakistani

Bangladeshi

Any other Asian background*

* please state below:

d) Black or Black British

Caribbean

African

Any other Black background*

* please state below:

e) Chinese or other Ethnic Group

Chinese

Any other Ethnic Group*

* please state below:

f) Gypsy / Traveller

Irish Traveller

Romany Gypsy

Any other Asian background*

* please state below:

Prefer not to state

2) My sex is:

Male

Female

Prefer not to state

3) My age band is:

16 to 24 years

45 to 54 years

Prefer not to state

25 to 34 years

55 to 64 years

35 to 44 years

65 or older

4) 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”

I consider myself to be:

Disabled

Non-Disabled

Prefer not to state

5) My religion is:

Buddhist

Jewish

None

Christian (all denominations)

Muslim

Prefer not to state

Hindu

Sikh

Other *

* please state below:

6) My sexual orientation is:

Bi-sexual

Heterosexual

Gay

Transgender

Lesbian

Prefer not to state

Other *

* please state below:

7) My nationality is:

