

Application Form

Teacher Post

Confidential

Details of Post Applied For	
Name of School	
Position Applied For	
Job Reference Number (if any)	
Candidate Reference Number	

Personal Details			
Title		Last Name	
First Name		Middle Names	
Previous name (if applicable)			
Date Of Birth			
Address			
Contact Details	Contact Number (e.g. mobile)		
	Home Number		
	Email Address		
Please state your notice period or confirm the date you would be able to start work, if successful			

National Insurance Number	
TRN Registration Number	
Are you a newly qualified teacher(NQT)?	

Do you hold Qualified Teacher Status (QTS)?			
	Date it was awarded		
	Certificate Number		
	Route by which you obtained it		
	Have you completed a period of induction where this was required by DfE		Date of completion
Do you hold Qualified Teacher Status Learning and skills (QTLS)?			
	Date it was awarded		
	Certificate Number		
	Route by which you obtained it		
	Have you completed a period of induction where this was required by DfE		Date of completion

Do you currently have the right to work in the UK?	
	If yes and you have a work permit, give date it expires:
	If no, please specify your circumstances below:

Present or Most Recent Teaching Post						
Title of Post						
Dates Post Held	From		To			
Responsibilities and Achievements						
Name of Institution				Number on Roll		
Boys/Girls/Mixed		Age Range		Age Range Taught	From	To
Address				Faith of Institution (if applicable)		
Name of Local Authority (If Applicable)				Type of Institution		
Full or Part Time				Permanent or Temporary		
Salary Details	Scale, e.g. Main Scale			Salary Point		
	Alternatively, please quote annual salary if you are not on national pay scales (if part-time, specify the FTE)					
	Additional allowances (state Type and annual value)					
	Total annual salary					
Reason for Leaving						

Previous Teaching Posts

Please give details of **all previous teaching posts** you have held, starting with the most recent. Please note that there are sections below for details of employment undertaken outside of teaching and any other gaps in employment.

Employer Details			Post Details		
1.	Name of Institution		Title of Post	From	To
	Type of Institution	Number on Roll	Responsibilities and Achievements:		
	Boys/Girls/Mixed	Age Range:			
	Local Authority (if applicable):		Full or Part Time:	Permanent or Temporary :	
	Faith of Institution (if applicable):		Age Range Taught :		Salary and Benefits:
			From	To	
	Reason for Leaving:				

2.	Name of Institution		Title of Post	From	To
	Type of Institution	Number on Roll	Responsibilities and Achievements:		
	Boys/Girls/Mixed	Age Range:			
	Local Authority (if applicable):		Full or Part Time:	Permanent or Temporary :	
	Faith of Institution (if applicable):		Age Range Taught :		Salary and Benefits:
			From	To	
	Reason for Leaving:				

3.	Name of Institution		Title of Post	From	To
	Type of Institution	Number on Roll	Responsibilities and Achievements:		
	Boys/Girls/Mixed	Age Range:			
	Local Authority (if applicable):		Full or Part Time:	Permanent or Temporary :	
	Faith of Institution (if applicable):		Age Range Taught :		Salary and Benefits:
			From	To	
	Reason for Leaving:				

Other Employment - including unpaid and voluntary experience

Please give details of any **other periods of employment** you have undertaken which you have not included so far, starting with the most recent.

Employer's Name and Address	Dates Employed (mm/yy)		Title of Post	Salary and Benefits	Reason for Leaving
	From	To			

Gaps in Employment

Please give details below of any voluntary work you have not detailed elsewhere in your employment history or reasons for other periods of time when you have not been employed since leaving secondary education.

Date From	Date To	Reason

Referees

One of these should be your present or most recent employer. Please do not name relatives or people acting solely in their capacity as friends as referees.

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Referee 1		Referee 2	
Title		Title	
Name		Name	
Occupation		Occupation	
Employer Name		Employer Name	
Address		Address	
Tel. Number		Tel. Number	
Email Address		Email Address	
In what capacity do you know the referee		In what capacity do you know the referee	
Referees will be contacted should you be shortlisted. If there is a specific reason why this would not be possible, please state here:			

Education and Qualifications

Please also include any relevant professional qualifications.

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[illegible]

Professional Development

Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application.

Name of Institution	Course Title	Dates Attended		Award (if any)
		From	To	

Current Membership of Professional Bodies

Please give details of any relevant professional bodies to which you belong.

Name of professional body	Membership Status	Date Membership Commenced

Interests and Activities

Please provide details of any relevant interests or activities

Supporting Statement

You are invited to provide further information in support of your application. Please refer to the job specification for the post and also Include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application
- Career aims and aspirations

Where did you find this Vacancy?

Equality Monitoring Form

We will select applicants on merit, irrespective of race, sex, disability or age. In order to monitor the effectiveness of our Equality Policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. The information in this form will not be shared with the selection panel. However, if you do not wish to complete the Equality Monitoring Form please tick box below.
Thank you.

I do not want to complete this Equality Monitoring Form ☐

Details of Post Applied For	
Position Applied For	
Job Reference Number (if any)	
Candidate Reference Number	
Nationality	
Gender	
Age Group	
Disability	
Reasonable Adjustments to the Shortlisting Process	
We welcome applications from disabled candidates. Please indicate here if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.	
Ethnicity	
Religion	
Marital Status	
Sexual Orientation	

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Declarations	
Please declare any spent, unspent or pending convictions, cautions, bindovers or criminal proceedings that are not 'protected' as defined by the Ministry of Justice, please do not include youth cautions, reprimands or warnings. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offences(s) and their relevance to the post you are applying for. However, should you not declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.	
Please answer the following questions: Please answer Yes or No below:	
Have you ever received a conviction, caution or bind-over (excluding those mentioned above)	
Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. Teaching Agency)	
It is a criminal offence for barred individuals to seek, or to undertake, work with children or vulnerable adults. If you have answered YES to either of the above questions, the hiring establishment will require further details. Please contact them directly for instructions.	

Declaration of Relationships		Please answer Yes or No below:	
Are you related to or have a close personal relationship with any elected member or senior officer of the Local Authority, County Council or Group Board or a member of staff or governor of the appointing establishment?			
If yes, please provide below his/her name and role, and state your relationship:			
I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.		☐	Date

Disqualification		Please answer Yes or No below:	
I consider this post exempt with regards to these regulations			
Have you ever been cautioned, reprimanded, given a warning for or convicted or an offence against a child?			
Have you ever been cautioned, reprimanded, given a warning for or convicted of any violent or sexual offence against an adult?			
Have you ever been cautioned, reprimanded, given a warning for or convicted of any offence under the Sexual Offences Act?			
To the best of your knowledge, is anyone in your household disqualified from working with children under the Childcare (Disqualification) Regulations 2009?			
If you answered yes to the above question, have you applied for a waiver via Ofsted?			
If you have been granted a waiver, you will be required to provide evidence of this to the employing school			

Date of waiver	
Waiver detail	

Declaration of Right to work
below:

Please answer YES or NO

Do you have any restrictions on your right to live or work in the UK?

If yes, please provide further details:

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.

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