**TEACHER APPLICATION FORM**

**Application for the post of:** ………………………………………………………………………………………

**PERSONAL DETAILS**

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| --- | --- | --- | --- | --- |
| Title | Forename(s) | Known As | Surname: | Any Previous Names |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Address | Telephone – Day | Telephone - Evening |
|  |  |  |
| Telephone – Mobile |
|  |
| Email: | |
| How do you prefer to be contacted: | | |

If you have lived at the above address less than 5 years, please list all other addresses at which you have lived during this period with dates:

|  |  |
| --- | --- |
| Address | Dates |
|  |  |
|  |  |
|  |  |

Date of Birth: ……………………………………………

Religious Denomination / Faith: ……………………………………………

National Insurance No: …………………………………………...

DfE Teacher Reference No: ……………………………………………

QTS Certificate No. (If available): ……………………………………………

**(Please enclose a copy of QTS Certificate with application)**

Date of Qualification as a Teacher: ……………………………………………

Do you have Qualified Teacher Status (QTS)? Yes ◻ No ◻

**PRESENT OR MOST RECENT POST:**

[ITT include most recent placement]

Are you presently employed? Yes ◻ No ◻

|  |  |
| --- | --- |
| Details of Present Post |  |
| Role: |  |
| School / College: |  |
| Address: |  |
| Telephone Number: |  |
| Local Authority: |  |
| Diocese: |  |
| Permanent ◻ Temporary ◻ ITT ◻ Full Time ◻ Part Time ◻ Job Share ◻ | |
| Date of Appointment: |  |
| Notice Required: |  |
| NQT Induction Year Completed? | If so please provide date: |
| Main Responsibilities: |  |
| Salary Grade**:**  (e.g. Main / Upper / Leadership) |  |
| Any Additional Allowances: |  |
| Gross Annual Salary: |  |

State subjects in which you are qualified to teach, other subjects for which you may have relevant experience to teach and any other specialisms you have which may be relevant to your application. Please provide details of special areas of teaching interest:

………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………

**APPLICANTS EMPLOYMENT HISTORY AND PROFESSIONAL EXPERIENCE**

Please give further details of experience in chronological order, starting with the most recent. If you are employed this should include details of your present post. Students seeking a first appointment should give details of teaching practice.

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| --- | --- | --- | --- | --- | --- | --- |
| Full Name and Address of School | Age Range & Gender | Approx No. on Roll | Post Held and responsibilities including subjects and key stages taught | Dates Employed  Month / Year | | Reason for Leaving |
| From | To |
|  |  |  |  |  |  |  |
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**OTHER EXPERIENCE**

Please give details of all other employment and unpaid experience, in chronological order, most recent first (for example family duties, voluntary work etc)

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| --- | --- | --- | --- | --- |
| Employer | Responsibilities | Dates Employed  Month / Year | | Reason for Leaving |
| Month | Year |
|  |  |  |  |  |
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If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form **must** provide a complete chronology from the age of 16. **Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.**

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| --- | --- |
| Dates (from – to): | Activity |
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**POST-11 EDUCATION AND TRAINING**

Please complete in chronological order, starting some the most recent.

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| --- | --- | --- | --- | --- | --- |
| **Post Graduate Qualifications (please state if you hold the Catholic Certificate of Religious Studies (or equivalent)** | | | | | |
| **Establishment Attended**  **Full Name & Address** | **FT or**  **PT** | **Subject & Qualification** | **Grade Achieved** | **Date of Award** | **Dates Attended**  **incl. Month / Year** |
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| **Higher Education Qualifications** | | | | | |
| **Establishment Attended**  **Full Name & Address** | **FT or**  **PT** | **Subject & Qualification** | **Grade Achieved** | **Date of Award** | **Dates Attended**  **incl. Month / Year** |
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| **School / College Qualifications** | | | | | |
| **Establishment Attended**  **Full Name & Address** | **FT or**  **PT** | **Subject & Qualification** | **Grade Achieved** | **Date of Award** | **Dates Attended**  **incl. Month / Year** |
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**CONTINUED PROFESSIONAL DEVELOPMENT**

Please list recent courses, in-service training and professional development in which you have been involved in the past 5 years and which you consider relevant to this post (e.g. teaching courses, First Aid, ICT etc) stating length of courses.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Title | Course Provider | Length of Course | Dates | |
| From | To |
|  |  |  |  |  |
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**PROFESSIONAL MEMBERSHIPS**

Please list any relevant professional bodies of which you are a member:

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**INTERESTS AND HOBBIES**

Please list your interests and hobbies outside of work:

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**SUPPORTING STATEMENT**

Please provide a written statement BELOW of no more than ***1500*** words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification.

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**REFERENCES**

Schools / Colleges of a Religious Character are permitted, where recruiting for Teaching posts, to give preference to applicants who are practicing Catholics and, therefore, one referee should be your parish Priest / the Priest of the Parish where you regularly worship. **Please remember to insert a current email address**.

**Present School / Employer**

Name: …………………………………………………..… Designation: …………………………

Address:……………………………………………………………………………………………………………..

Telephone:………………………………………………… Email: …………………………………

**Other Professional (where you are not currently employed with children, this must be your most recent school / college employer):**

Name: …………………………………………………..… Designation: …………………………

Address:……………………………………………………………………………………………………………..

Telephone:………………………………………………… Email: …………………………………

**Parish Priest / Priest of the Parish where you regularly worship (or Additional Professional)**

Name: …………………………………………………..… Designation: …………………………

Address:……………………………………………………………………………………………………………..

Telephone:………………………………………………… Email: …………………………………

**NOTES:**

1. We reserve the right to take up references with any previous employer. Please advise if you do not want us to do so at this stage and provide reasons.
2. If any of your references know you by another name, please specify that name(s) here:

Are you (or your spouse / civil partner) related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust or current employees of the Governing Body / Academy Trust Company?

Yes ◻ No ◻

|  |  |
| --- | --- |
| Name of Governing Body / Academy Trust  Company Member / Employee | Relationship to you |
|  |  |
|  |  |

**DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS**

The Governing Body / Academy Trust are obliged by law to operate a checking procedure for employees to have substantial access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes ◻ No ◻

If yes, please provide details:

|  |
| --- |
|  |

By checking the box below I hereby confirm that I am not disqualified from working with children and / or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99): ◻

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service checks (“DBS Checks”) (formerly CRB Check and ISA Check) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box below you hereby consent to a DBS Check(s) being made to the Disclosure and Barring Service (“DBS”): ◻

**REHABILITATION OF OFFENDERS ACT 1974**

If you have been convicted of a criminal offence the details must be disclosed on the separate document entitled “Rehabilitation of Offenders Act 1974 – Disclosure Form” together with any cautions or bind-overs, pending criminal convictions, criminal actions and/or court hearings against you. The Rehabilitation of Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope marked “confidential”. If you have any convictions, please complete the rehabilitation section in the Disclosure Form.

**DATA PROTECTION ACT 1998**

By checking the box below I hereby give my consent for personal information (any information which may be considered Personal Data and/or Sensitive Data within the meaning of the Data Protection Act 1998, which includes recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998. ◻

**IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

The Governing Body / Academy Trust Company will require you to provide documentary evidence of your entitlement to undertake the position applied for and / or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. By checking the box below you hereby confirm that you are legally entitled to work in the United Kingdom and that you will provide documentary evidence of such entitlement when requested: ◻

**DECLARATION**

If you know that any of the information you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from the recruitment process.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Agency (England only), the GTC (Wales only) or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and / or eligibility to work with children and / or vulnerable adults.

Signed: ……………………………………………………………………………….

Date: …………………………………………………………………………….…..