Logo, company name

Description automatically generated

|  | Bracken Court,Ushaw Moor  Durham, DH7 7NG  Tel: 0191 3730336 |
| --- | --- |

**Teaching Post Application Form**

| **Strictly Confidential** |
| --- |

| **To be completed by the Applicant** | |
| --- | --- |
| Post Title: |  |

| Surname: | | Title: |
| --- | --- | --- |
| Previous Surname (s): | | |
| Forename(s): | National Insurance Number: | |
| Address: | Telephone No: Home | |
| Mobile: | |
| Postcode: | Work (if convenient): | |
| E-mail address: | | |

| **Important Information** | | | | | |
| --- | --- | --- | --- | --- | --- |
| The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and therefore cannot be taken into account. Further guidance and details on the criteria on the ‘filtering’ of these cautions and convictions can be found on the Disclosure and Barring Service website (www.gov.uk/dbs)  **Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended in 2013)? YES / NO**  If YES, please provide relevant details of the offence, date of offence and sentence below. If you would prefer not to include this information on the application form, please provide the details in a sealed envelope addressed to: The Chair of Governors. | | | | | |
|  | | | | | |
| **I have read the guidance notes including the information regarding Criminal Convictions and I declare that the information I have given is true in all respects. I understand that false information may render me liable for dismissal if I am appointed.**  I agree to the above statement and will sign and date a copy of this application as a true record if I am invited for an interview**:** | | | | | |
| **Signature: Date:** | | | | | |

| **A** | **Education** |
| --- | --- |

| **Secondary Education** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| N.B. appointment will only be confirmed subject to receipt of official certificates in support of below. (Please use continuation sheets if required) | | | | | | | | |
| School attended | Qualifications | | | Subject | | Date | Grade | |
|  |  | | |  | |  |  | |
| **Higher Education:**  Please indicate institution attended | | | |  | | | | |
|  | | From | To | Degree,Diploma, Certificate | | Date of Award | Subject, Class, Division | |
| Degree | |  |  |  | |  |  | |
| Higher/Advanced Degree/Diploma/ Certificate | |  |  |  | |  |  | |
| NPQH | | **☐** | Yes | Date obtained | |  | ☐ | No |
| In-Service Training in addition to “in house CPD”. | | | | | | | | |
| Name of Establishment | | | From | To | Course Taken | | | |
|  | | |  |  |  | | | |
| Subsidiary subjects offered, e.g. Games, Music | | | | | | | | |
| Particulars of residence abroad (for modern language posts) | | | | | | | | |

| **B** | **Employment Details Teaching Service** | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(1) Present Appointment:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School/Academy** | | | | | | | | | | | | | |
| Full/Part time  Permanent/  temporary | | Salary  Scale/UPS/TLR | | Name of Establishment | | No. on Roll | | Age Range | | L.A. | | Date of Appointment | |
|  | |  | |  | |  | |  | |  | |  | |
| **(2) Previous Appointments (please list most recent first)** | | | | | | | | | | | | | |
| \*Post | | Full/  part time | Salary  Scale/UPS/TLR | | Name of Establishment | | No. on Roll | | Age Range | | L.A. | Employment Dates | |
| To | From |
|  | |  |  | |  | |  | |  | |  |  |  |
| \* e.g. D.H., A.H.T., A.S.T., H.D. (English); H.Yr; H.Fac; H.House, etc.; Q.A. Fast Track Teacher | | | | | | | | | | | | | |

| **B** | **Employment Details** | | | |
| --- | --- | --- | --- | --- |
|  | | | | |
| Do you have any additional employment which you intend to continue if appointed to this post? | | | | |
| **☐** | | **Yes** | **☐** | **No** |
| If yes, please detail the nature of the work and the hours: | | | | |
| Period of notice required or termination date for current employment: | | | | |
| **Person Specification:**  Please use this section to demonstrate that you have the essential and where possible desirable experience, skills and knowledge as stated on the person specification of the post for which you are applying. Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be shortlisted. (Please use continuation sheets if required). | | | | |
|  | | | | |

| **C** | **Full Employment History for jobs other than teaching.** |
| --- | --- |
|  | |

| **Name & Address of Employer** | | **Appointment held/Grade &/or salary (if any)** | **Dates (dd/mm/yy)** | | **Reason for leaving** |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | | | | | |
| **D** | **Additional Information** | | | | |
|  | | | | | |
| Department of Education Ref. No: | | | | | |
| To which Superannuation Act (if any) are you now subject? e.g. Local Govt, Teachers etc. | | | | | |
|  | | | | | |

| **D** | **Additional Information** | | |
| --- | --- | --- | --- |
| Do you have any additional information that might be helpful to the Governors/Appointment Panel  (continue on separate sheet if necessary) | | | |
|  | | | |
| **E** | | **Referees** | |
| Give name, job title, and relationship to referee and address of **TWO** people, who must know you well to whom a reference may be made. Referee 1 **should be** your present (or most recent) employer.  Next of kin or immediate relatives should not be named as referees.  **Please note that for positions in contact with children and vulnerable adults the School has the right to seek references from any or all previous employers and line managers prior to interview.** | | | |
| **Referee 1**Name: | | | **Referee 2**Name: |
| Job Title: | | | Job Title: |
| Relationship to Referee: | | | Relationship to Referee: |
| Address: | | | Address: |
| Post Code: | | | Post Code |
| Telephone No: | | | Telephone No: |
| E-mail: | | | E-mail: |
| **N.B. Appointment will only be confirmed subject to satisfactory references.** | | | |

|  |  |
| --- | --- |

*Any misrepresentation of information provided by you shall, if the appointment committee so declare, disqualify you from the appointment and if appointed, shall render you liable to dismissal without notice. This form should be sent to the Headteacher, Headteacher by the date stated in the advertisement. Applicants short-listed for interview will be informed as soon as possible.*

**Declaration**

I declare that the information set out in this application form is, to the best of my knowledge and belief, true and complete in all respects. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, may render me liable for dismissal.

I hereby consent to the organisation processing the information supplied on this application form for the purposes of recruitment and selection.

I hereby consent to Advance Learning Partnership (ALP) retaining my application form for a period of 6 months.

**Signature:……………………………………………………………….. Date:………….**