**APPLICATION FORM - PART ONE**

**Alperton Community School does not accept CVs alone; they will only be considered as part of the additional information on a fully completed application form. We are unable to provide feedback to applicants who are not shortlisted for interview. If you do not hear from us within 14 days of the closing date, please assume that you have been unsuccessful on this occasion.**

**Please complete ALL sections of Part One and Part Two. Only Part One of the application form will be used to shortlist candidates for interview.**

|  |  |
| --- | --- |
| **Post applied for:** |  |
| **Closing date:** |  |
| **How did you hear about this vacancy?** |  |
| **Please return form to:** | [**hr@alperton.brent.sch.uk**](mailto:hr@alperton.brent.sch.uk) |
| **When could you take up duties if appointed?** |  |

1. **PERSONAL DETAILS** (please complete in block letters)

|  |  |
| --- | --- |
| **Title by which you wish to be referred:**  **Mr/Mrs/Miss/Ms/Other/No title** |  |
| **Last name:** |  |
| **First name(s):** |  |
| **Any former name(s) previously known as:** |  |
| **National insurance number** |  |
| **Address for correspondence:** | **Postcode:** |
| **Home telephone number:** |  |
| **Mobile telephone number:** |  |
| **Email address:** |  |

1. **PRESENT OR LAST EMPLOYER**

|  |  |
| --- | --- |
| **Name and address of employer:** | **Postcode:** |
| **Name and address of establishment where employed (if different):** | **Postcode:** |
| **Nature of business:** |  |
| **Job title:** |  |
| **Present annual salary income (gross):** |  |
| **Hours worked per week:** |  |
| **Date appointed:** |  |
| **Notice required or leaving date if already left:** |  |
| **Reason for leaving:** |  |
| **Brief description of duties:** |  |

1. **PREVIOUS EMPLOYMENT**

Start with the most recent first and include full employment history since leaving school.

Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on a separate sheet if necessary).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and address of employer** (including telephone number) | **Dates of employment** | | **Position** | **Description of responsibilities** | **Reason for leaving** |
|  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Employment Gaps**  Please provide details of any employment gaps since leaving school, and give the reasons for the gap. | | |
| Start Date | End Date | Reason for employment gap |
|  |  |  |
|  |  |  |

1. **EDUCATION, TRAINING & QUALIFICATIONS**

(Please continue on a separate sheet if necessary). Please start with the most recent. You will be asked to provide original proof of relevant qualifications if you are interviewed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Secondary Education**  **Details of secondary / further education. Please list all schools, colleges, etc. which you have attended.** | | | | |
| **Name of establishment** | **Qualification gained** | **Grade** | **Dates** | |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Higher Education**  **Details of higher education / teaching qualifications. Please list all colleges, universities etc. which you have attended.** | | | | |
| **Name of establishment**  **(school, university, etc)** | **Qualification gained & Subject** | **Grade/ Class** | **Dates** | |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Qualifications** | | | |
| **Name of Professional Body** | **Was membership gained by examination** | **Membership grade** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Teacher Status (for teaching roles only)** | |
| **Teacher reference number** |  |
| **Do you have QTS?**  QTS certificate number |  |
| **Date of qualification**  Date of recognition as qualified teacher by the DfE |  |
| **Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?** |  |
| **Are you subject to a General Teaching Council sanction or restriction?** |  |

1. **INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification.

**NOTE:** Your response to this section is extremely important and will be the basis of the short-

listing panel’s decision to invite you for interview. Please continue on a separate sheet if necessary.

|  |
| --- |
|  |

1. **REFEREES**

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of two referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to them. 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.

Please ensure the references are from a relevant employer from the last time the applicant worked with children.

The School reserves the right to approach any previous employer or manager.

Please sign the form found below to consent to us contacting your previous employer/s for a reference.

**Please note:**

**If you are shortlisted and invited to an interview, referees will be contacted, and references obtained prior to interview in line with current statutory guidance.**

|  |  |  |  |
| --- | --- | --- | --- |
| REFEREE 1 | | REFEREE 2 | |
| **Name** |  | **Name** |  |
| **Position** |  | **Position** |  |
| **Organisation** |  | **Organisation** |  |
| **Relationship to you** |  | **Relationship to you** |  |
| **Address** |  | **Address** |  |
| **Tel. No.** |  | **Tel. No.** |  |
| **Email** |  | **Email** |  |
| **Is this your current employer?** |  | **Is this your current employer?** |  |

|  |  |
| --- | --- |
| **REFERENCE CONSENT FORM** | |
| **I can confirm that I am happy for Alperton Community School to contact my previous employer/s to obtain written references.**  **I understand that I can withdraw my consent at any time by contacting Human Resources at** [**hr@alperton.brent.sch.uk**](mailto:hr@alperton.brent.sch.uk)**.** | |
| **Full Name:** |  |
| **Signature:** |  |
| **Job Title:** |  |
| **Date:** |  |

**Please return your completed Part One and Part Two forms by email, post or by hand by the closing date to:**

[**hr@alperton.brent.sch.uk**](mailto:hr@alperton.brent.sch.uk)

**Human Resources**

**Alperton Community School**

**Ealing Road**

**HA0 4PW**