Simon Balle All-through School

Teaching Application Form

Post Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING**You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).   
**You must also SEND A FULL LETTER OF APPLICATION detailing your knowledge, experience, skills and abilities and any other factors you feel applicable to your application.**  
**All sections must be completed**.

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **Surname/Family Name:** | | **Preferred Title** |
| **First Name(s):** | **Previous Surname:** | |
| **Date of Birth:** | **Date of change** | |
| **Home Address:** | **Reason for change:** | |
|  | **Present Address (if different):** | |
|  |  | |
| **Post Code:** |  | |
| **Telephone (Home):** | **Post Code:** | |
| **Telephone (Mobile):** | **Telephone (Work):** | |
| **Email:** | | |
| **CURRENT EMPLOYMENT** (If you are not currently employed as a teacher please give details as appropriate) | | |
| **Name of Establishment:** | | |
| **Employer:** | | |
| **Type of School:** | **Key Stage:** | |
| **Post Held:** | **Date Appointed:** | |
| **\*Pay Scale\*:** | **Total Annual Salary:** | |
| If your salary includes additional payments, what are they and what is the value? (e.g. TLR of £4,000) | | |
| \*evidence will be required | | |

**PREVIOUS EMPLOYMENT DETAILS *continue on a separate sheet if necessary***

Please list in chronological order, with precise dates if possible, as this information may be used to assess salary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer and Establishment** | **Post**  **please list any TLRs etc.** | **Type of School / Key Stage** | **From**  **Month/year** | **To**  **Month/year** | **Reason for Leaving** |
|  |  |  |  |  |  |

**a) In Education** (Supply teaching appointments need not be listed individually)

**b) Outside Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Post** | **From**  **Month/year** | **To**  **Month/year** | **Reason for Leaving** |
|  |  |  |  |  |

**HIGHER EDUCATION (\* p/t – partime f/t – fulltime)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **From**  **Month/year** | **To**  **Month/year** | **p/t or**  **f/t\*** | **Qualification Awarded** | | |
| 1st Degree |  |  |  | Class/Division | Date of award | |
| Subject: |  | | | University: |  | |
| Cert.Ed |  |  |  | Class/Division | Date of award | |
| Subject: |  | | | University: |  | |
| PGCE |  |  |  | Key Stage/s |  | Date of award |
| Subject: |  | | | University: |  | |
| Other |  |  |  |  | | |
|  |  |  |  |  | | |
|  |  |  |  |  | | |
|  |  |  |  |  | | |
| **Route into Teaching:**  **eg: Fast Track/GTP/Schools Direct/Post Graduate/OTT/Schools Direct** | | |  | | | |

**SECONDARY SCHOOL EDUCATION**

|  |  |  |
| --- | --- | --- |
| **Establishment(s)** | **From** | **To** |
|  |  |  |

**Examinations**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Date (year)** | **Results/Grade** |
|  |  |  |

**OTHER QUALIFICATIONS OBTAINED**

|  |  |  |
| --- | --- | --- |
| **Course and Organising Body** | **Date** | **Qualification** |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **From** | | **To** | |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |

**PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18** (Please give details)

**LEISURE INTERESTS**

|  |
| --- |
| Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying. You may expand on this in your covering letter. |
|  |

**REFERENCES**

Please give the names, addresses and status of two referees who may be approached **now**. **References from friends or relatives are not acceptable. By signing the application form you are agreeing to us contacting your referees.**

(If you are currently employed as a teacher, one referee **must** be your present Headteacher).

|  |  |
| --- | --- |
| **1) Name:** | **Position:** |
| **Address:** |  |
|  |  |
|  |  |
| **Telephone:** |  |
| **Email:** |  |
| **2) Name:** | **Position:** |
| **Address:** |  |
|  |  |
|  |  |
| **Telephone:** |  |
| **Email:** |  |

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

|  |  |
| --- | --- |
| **Please state if you have ever lived abroad for a period of more than six months *(Those living abroad for more than six months as an adult may have to provide a Criminal Record check from the country in which they lived):*** | Yes/No |
| **Are you a relative or partner of any employee or governor of the School?** | Yes/No |
| **If yes**, please give details: …………………………………………………………... | |
|  | |
| **Has someone else completed this form on your behalf?** | Yes/No |
| **If yes**, please provide the person’s name and an explanation: | |
|  | |

|  |  |
| --- | --- |
| **ADDITIONAL INFORMATION** | |
|  | |
| National Insurance No: | Teacher Reference no(DfE)  **(mandatory field)** |
| Date of Recognition\* |  |
| **Please include with this application a copy of your letter/certificate granting you Qualified Teacher Status**. | |

|  |  |
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| **DISCLOSURE & BARRING SERVICE (DBS)**  If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the school’s umbrella service provider on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as ‘spent’. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.  **THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**  In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK. | |
| **DECLARATION**  I certify that the information given above and overleaf is correct to the best of my knowledge.  I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.  I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.  I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. | |
| **Signature:** | **Date:** |
|  |  |

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested

** PERSON SPECIFICATION FORM**

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |

**PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING**

Complete this form using supplementary sheets if there is insufficient space for any entry

* It is essential that you complete and return this form
* This form is your chance to show us how well you can do this job
* Remember just saying you can do it is not enough; we need an example
* You can use examples from work, school, college, hobbies, voluntary work or daily life.

|  |
| --- |
| **Example:** Ability to prioritise workload |
| In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, eg when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager. |

|  |
| --- |
| **Skills and Abilities** |
|  |

|  |  |
| --- | --- |
| **EXPERIENCE** | |
|  | |
| **KNOWLEDGE** | |
|  | |
| **Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school.** | |
| **Signed :** | **Date**: |

**RECRUITMENT MONITORING FORM**

**Simon Balle All-through School operates an Equal Opportunity Employment policy and we are committed to recruiting the best person for the job, regardless of any factor other than the ability to do the job. The way we monitor this is to ask you to complete this form.**

**The form will not be seen by those involved in the assessment of your application. We need your name on this form to link it to your application details. All information will be treated in the strictest of confidence and the form will be separated from your application upon receipt.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Full Name:** |  | | | | | | | |
| **Job Title:** |  | | | | | | | |
|  |  | | | | | | | |
| **Gender** | **Female** |  |  | | **Male** |  |  | |
| Date of birth: |  | | | |  | | | |
| Disability |  | | | |  | | | |
| **Disability is defined in the Disability Discrimination Act 1995 as “a physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out day to day activities”. For example, this can include diabetes, learning difficulties hearing or speech impairments, arthritis and heart problems.** | | | | | | | | |
| **Do you consider yourself to have a disability as defined above?** | | | | | | | | |
|  | **Yes** |  |  |  | **No** |  |  |  |
| **Information Refused** | |  |  |

**Ethnicity**

Please tick the appropriate box below

|  |  |  |
| --- | --- | --- |
| WBRI | White, British |  |
| WIRI | White, Irish |  |
| WOTH | White, any other White Background |  |
| MWBC | Mixed, White and Black Caribbean |  |
| MWBA | Mixed, White and Black African |  |
| MWAS | Mixed White and Asian |  |
| MOTH | Mixed, any other mixed background |  |
| AIND | Asian or Asian British, Indian |  |
| APKN | Asian or Asian British, Pakistani |  |
| ABAN | Asian or Asian British, Bangladeshi |  |
| AOTH | Asian or Asian British, Any other Asian Background |  |
| BCRB | Black or Black British, Caribbean |  |
| BAFR | Black or Black British, African |  |
| BOTH | Black or Black British, Any other Black background |  |
| CHNE | Chinese |  |
| OOTH | Any other ethnic background |  |
| REFU | Did not wish to be recorded |  |

|  |
| --- |
| **From what source did you learn of this vacancy?** |
|  |