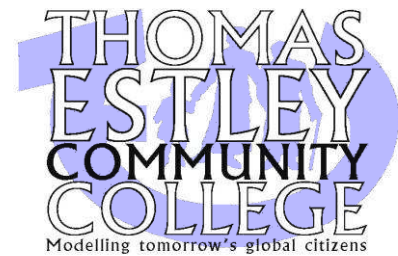


Application Form for Teaching and Head Teacher Appointment



Post Applied for

Post Reference

Personal Details

Family Name		Previous Names	
Forenames		Title	
Address			
Contact Number 1		Contact Number 2	
Which numbers are you happy to be contacted on? Contact 1/Contact 2/Both (Please delete as appropriate)			
Email Address			
Teacher Number		NI Number	

Present Employment

Post Title		Date Appointed	
Employer Name			
Employer Address			
Type of School		Age Range	
Subject(s) Taught		No. on Roll	
Salary		Allowances	

References

(One reference should be your current employer)

Name		Name	
Organisation Address		Organisation Address	
Contact Number		Contact Number	
Email		Email	
Job Title		Job Title	
Relationship to Applicant		Relationship to Applicant	

Education

Dates From / To	Establishment	Qualification and Grade

Membership of Relevant Organisations

Date of Membership	Professional Body/Association	Membership Level

Relevant Professional Development in the last 5 years

Dates Achieved	Organising Body	Subject	Award	Duration

Relevant Professional Achievements in the last 5 Years (Max 250 words)

Empty box for relevant professional achievements.

Previous Employment - Teaching & Non Teaching Posts (Most recent first)

Dates From / To	Employers Name & Address	Post Title	No. on Roll	Salary & Allowances

Please add more lines if required

Break in Employment (If required please detail)

Dates From / To	Reason for Break

Additional Information, if required (Max 500 Words)

Please detail any further information you feel is relevant to your application that has not already been already covered on this application.

Interview Arrangements

Please indicate below any dates when you would not be available for interview.

Rehabilitation of Offenders Act, 1974 (Exceptions Order, 1975)

Please note that applicants for teaching posts are not entitled to withhold information about past convictions, 'spent' or otherwise, under the terms of the above Act. The Act made a specific exception in respect of teachers in schools or establishments for further education that involves access to persons under the age of 18 as part of the employee's normal duties.

You must disclose any past convictions at the time of your application. In the event of employment being offered and taken up, any failure to disclose such convictions is likely to result in disciplinary action by the Academy that may lead to dismissal. Any information may be given on a separate sheet from your application form and will be kept completely confidential. It will be considered only in relation to an application for positions to which the Exception Order applies.

In addition, as this post is defined as a 'regulated activity' this Academy will require the successful candidate to produce either a valid enhanced criminal record certificate or apply to the Disclosure and Barring Service for an enhanced check for a regulated activity.

Declaration: I have read and understood the above statement. If I have any convictions or cautions to declare I will supply written details of them, in a separate envelope marked 'private and confidential' with this application.

Signature

Date

Disability / Health Conditions

The Equality Act 2010 defines disability as 'A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'.

Do you consider yourself to be disabled? Yes/No (Please delete as appropriate)

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

.....

Data Protection Act

The information you supply when requesting a job pack will be held for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from last contact. When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed.

Applicant Declaration

I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. By signing this form I agree to this Academy using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

I understand that if I don't tell you about any relationships with any employees of this Academy, or Governor of the Academy, or I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings detailed in the guidance notes, and this is discovered after appointment, I could be dismissed without notice.

I can produce the original documents of my qualifications, prior to any appointment

I understand that any canvassing, directly or indirectly, will be a disqualification.

I understand I am required to provide documents proving eligibility to work in the UK, prior to any appointment.

I am prepared to undergo a medical examination, prior to any appointment.

Signature

Date

For Teacher Applications Only

Summary of Experience, Skills, Knowledge and Competencies

Please illustrate how you meet the criteria of the person specification and aim to meet the job description.

For Head Teacher Applications Only

Please outline your approach to Leading and Managing this School

Please illustrate how you meet the criteria of the person specification and aim to meet the job description.

Monitoring Section

Post Applied for:		Post Reference	
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It would be really helpful if you could complete this section for us. The Academy is committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike. The details you supply will be stored separately to the information on the rest of the application form and will not be used as a basis for decision-making within the selection process.

1) How would you describe your ethnicity?

- | | | |
|--|---|--|
| <p>(a) White</p> <input type="checkbox"/> British
<input type="checkbox"/> Irish
<input type="checkbox"/> Any Other White Background * | <p>(b) Mixed</p> <input type="checkbox"/> White and Black Caribbean
<input type="checkbox"/> White and Black African
<input type="checkbox"/> White and Asian
<input type="checkbox"/> Any Other Mixed Background* | <p>(c) Asian & British Asian</p> <input type="checkbox"/> Indian
<input type="checkbox"/> Pakistani
<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Any Other Asian Background* |
|--|---|--|

*(please write in below)

*(please write in below)

*(please write in below)

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- | | | |
|--|---|--|
| <p>(d) Black or Black British</p> <input type="checkbox"/> Caribbean
<input type="checkbox"/> African
<input type="checkbox"/> Any Other Black background* | <p>(e) Chinese or other ethnic group</p> <input type="checkbox"/> Chinese
<input type="checkbox"/> Any Other ethnic group* | <p>(f) Gypsy/Traveller</p> <input type="checkbox"/> Irish Traveller
<input type="checkbox"/> Romany Gypsy
<input type="checkbox"/> Any Other Background* |
|--|---|--|

*(please write in below)

*(please write in below)

*(please write in below)

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Prefer not to state

2) My sex is Male Female Prefer not to state

3) My date of birth is (DD/MM/YY) **Age:**

4) The Equality Act 2010 defines disability as:

'A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.'

I consider myself to be

Disabled Non Disabled Prefer not to state

5) My religion is:

Buddhist Christian (all denominations) Hindu Jewish Muslim Sikh
 None Prefer not to state Other Please specify

6) My sexual Orientation is: Bi-sexual Gay Lesbian Heterosexual
 Transgender Prefer not to state Other Please specify

7) My Nationality is:

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Family Name		Forenames	
Office Use Only	<input type="checkbox"/> Short listed	<input type="checkbox"/> Interviewed	<input type="checkbox"/> Appointed