

HR Ref: 

For office use only

# Moordown St John's CE Primary School

## Teaching Application Form

*'A Christian community where commitment to educational excellence changes lives'*

PLEASE COMPLETE IN BLACK INK OR TYPE.

Moordown St John's Church of England Primary School ("The Academy") will seek to ensure that all existing and potential employees are given equal opportunities. It is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, transgender and religious background. The Academy will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.

Thank you for your application.

Job title

Post number (if applicable)

### PERSONAL DETAILS

Surname

Forenames

Address

Preferred title

Mr / Mrs / Miss / Ms / Dr / Other

Daytime phone no.

Evening phone no.

Mobile phone no.

Post code

e-mail

If you are selected for interview, how would you like to be contacted?

e-mail

Letter

### NATIONAL INSURANCE NUMBER

### ELIGIBILITY TO WORK IN THE UK

Do you have permission to work in the UK? Yes ☐ No ☐

If you are not a British national or the holder of an EU or EEA passport, please indicate in what capacity you are in the UK:

### POSITIVE ABOUT DISABILITY

The Academy is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the recruitment criteria for appointment will be offered an interview.

If you consider that the provisions of the Disability Discrimination Act 1995 apply to you, please tick here.

☐

If you require assistance at any stage of the process, please contact the Admin & Personnel Manager or provide details below.

### REFERENCES

Referees named on this form must be your present (most recent) and previous employer. If you have not previously been employed, or are returning to work after a substantial career break and are unable to provide previous employment references, please provide alternatives, eg the name of your Course Tutor(s)/Headteacher or a suitable professional.

**It is our policy to contact referees prior to interview wherever possible.**

**Do you give permission for your references to be taken up prior to interview? YES / NO**

**PRESENT (MOST RECENT) EMPLOYER**

☐

**PREVIOUS EMPLOYER**

☐

Name

Name

Capacity known to you

Capacity known to you

Organisation

Organisation

Address

Address

Telephone no.

Telephone no.

e-mail

e-mail

# Employment History

## CURRENT/MOST RECENT EMPLOYMENT

You do not need to repeat these details in the Previous Employment section.

Employer/LA name and address (if a school, state age range and whether Academy, Community, VC, VA, Foundation or Independent).

Job title	Date appointed
Current salary	Scale/point
Age range taught and subject	Full-time/part-time
Main duties	

Reason for leaving

May we contact you at work if necessary? Yes ☐ No ☐ Contact no. \_\_\_\_\_

## PREVIOUS EMPLOYMENT

Please indicate with a ✓ in the last column, your consent for additional references to be taken up at the discretion of the Studio.  
(This will only be done in specific circumstances)

Employer's/LA Name and Address (if a school, state age range & whether Community, Academy, VC, VA, Foundation or Independent)	Job title and duties/ responsibilities (state whether full-time/part- time/supply)	Age range taught by you and subject(s)	Date From/to	Reason for leaving	✓

Please continue on separate sheet if required.

# Supporting Statement/Education

## SUPPORTING STATEMENT

Please use the space below to outline how you feel you meet the criteria of the job you are applying for. Please structure your statement as follows:

- Start with how you feel you meet the Criteria – detailing any relevant skills, experience or training that you have. Please address each point in the Person Specification in order.
- In separate paragraph(s), please include any other detail that you feel is relevant to your application.
- If additional space is required, please continue on a separate sheet, making it clear which Criteria on the Person Specification it relates to.

Please complete each section as fully as possible, as the information you provide will be used in assessing your application and will form part of the selection process.

Please continue on a separate sheet if required

## SCHOOL EDUCATION - QUALIFICATIONS

Dates	Name of school/awarding body	Qualification obtained	Subjects

# Education/Training/Registration

## FURTHER/HIGHER EDUCATION – QUALIFICATIONS/PROFESSIONAL MEMBERSHIPS/OTHER TRAINING

Dates	Name of college/university/ awarding body/grade of membership	Qualification obtained (e.g. Degree/Pass or Hons/ Class or Division)	Subjects/special areas of study/age range

Please continue on a separate sheet if required.

### REGISTRATION

Do you hold Qualified Teacher Status?

Yes ☐ No ☐

If 'yes', please give date of the award by DfE. \_\_\_\_\_

Teacher Reference No. \_\_\_\_\_

Have you successfully completed a period of induction as a qualified teacher in this country where the DfE required this?

Yes ☐ No ☐

If 'yes', please give date of completion.

Are you subject to any suspensions, conditions or prohibitions from teaching?

Yes ☐ No ☐

If 'yes', give full details \_\_\_\_\_

Are you related to, or well known to a Member/Director or member of staff?

☐ ☐

If 'yes', please provide Name \_\_\_\_\_ Relationship \_\_\_\_\_

All forms of canvassing will automatically disqualify candidates from appointment, e.g. you must not ask Member/Director of the Board or employee of the Academy to use their influence to help you get a job.

Please state how you heard about the position \_\_\_\_\_

### DATA PROTECTION LEGISLATION

The information you have provided will be held in compliance with the Data Protection Act 1998.

If you have previous Local Government service or other service which counts as continuous, the Academy will seek confirmation from your last Authority of your date of employment for continuous service purposes, in the event of you being offered a post. You are deemed to have given your consent by signing this application form.

### CERTIFICATE OF INFORMATION

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory recruitment clearances including enhanced clearance through the Disclosure and Barring Service.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return your completed application form to:  
n.armstrong@st-johns.bournemouth.sch.uk

or

Nicky Armstrong  
Admin & Personnel Manager  
Moordown St John's CE Primary School  
Vicarage Road  
Bournemouth BH9 2SA



**Bournemouth**  
Septenary Trust