

Application for Teaching Appointment



Please write clearly and in black ink

Candidate ref. leave blank (for office use only)

Name of School (or write 'General Application'):

Post:

Age Group(s) for which trained (please tick): Foundation Key Stage 1 Key Stage 2 Key Stage 3/4 Post 16

1. Specialist Subjects Offered

Main: _____ Other: _____ Date QTS was/will be awarded: _____

Teacher Reference No: _____

National Insurance No: _____ Do you require permission to work in the UK? (please tick) Yes No

Please tick the box if you are a Newly Qualified Teacher (NQT) or if you are completing your training
(An NQT is required to serve a statutory induction period)

Applicants may use a continuation sheet for sections where additional space is required (See section 12 information)

2. Personal Details Please add other title/and former names if applicable

Surname: Mr/Mrs/Miss/Ms	Forenames:
Permanent Address:	Temporary Address:
Postcode:	Postcode:
Telephone: Home:	Mobile:
Date of Birth:	Email:

3. Education, Training and Qualifications

Secondary Education

Name, location and type of schools	From	To	Secondary Examinations passed with grades

Higher Education

University/College/Organisation/Course	From	To	Qualifications passed with grades

Initial Teacher Training (NQTs please include ITT courses undertaken)

College/Organisation/Course	From	To	Qualifications (to be) passed

4. Present Post

Please write clearly and in black ink

Name of School/Organisation		Address			Phase: Primary/Secondary
Salary £	Special Allowance	Point on Scale	Ages Taught	Date of Appointment	When could you commence duty

Details of present post held including title, subjects taught and areas of responsibility:

5. Previous Teaching Experience

Please give details of full and part-time paid teaching experience in schools including periods before date of qualification. NQTs please include teaching practices if applying for your first appointment.

Local Education Authority /Governing Body or Country	School	Full time or % Part time	Post Held	Ages Taught	Periods of paid teaching service. Students give teaching practice dates.					
					From			To		
					D	M	Y	D	M	Y

6. Previous Industrial, Commercial or Local Government Experience

Please give details of experience (e.g. industrial, clerical, social and other gainful employment after the age of 18 years).

Name and address of Employer(s)	From			To			Nature of employment and position held (including an indication of whether full or part-time)
	D	M	Y	D	M	Y	

7. Declarations

Are you related to a councillor, officer, headteacher or school governor of the London Borough of Redbridge? Yes No

If Yes, please state their name and the relationship: _____

Note: Canvassing or failure to disclose a relationship to a councillor, officer, headteacher or school governor of the London Borough of Redbridge could disqualify the candidate.

Safer Recruitment: Declaration of Criminal Offences (Please tick box) Yes No

The post is exempt from the Rehabilitation of Offenders Act 1974. You must give details on this form of all offences, convictions, cautions or bindovers you have or any court cases that you have pending.

Details of Offence(s)	Place and date of Judgement(s)	Sentence(s)

As the occupant of the post will have substantial access to children, a disclosure request will be made to appropriate organisations to ascertain whether their records reveal any criminal convictions (including spent ones). All Redbridge Schools will comply with Safer Recruitment. **Note: Failure to disclose any criminal conviction could prevent further consideration of an applicant for appointment.** All information will be treated in the strictest confidence and will be used for this job application only.

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8. Newly Qualified Teachers National Skills Tests (If applicable)

Please tick the boxes and add the date identifying success in the National Skills Tests

Numeracy

Pass	Date		
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Literacy

Pass	Date		
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ICT

Pass	Date		
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have not yet passed the required tests please give the date of your next test.

D	<input type="text"/>	M	<input type="text"/>	Y	<input type="text"/>
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Have you started your Induction Period?

Yes

No

Date Started

D	<input type="text"/>	M	<input type="text"/>	Y	<input type="text"/>
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9. Training attended in the last 5 years (including Denominational qualifications)

Please include organising body, title of course and duration (use a continuation sheet if necessary).

10. Special Interests and Relevant Experience

Please give details of your recreational and cultural interests, voluntary work and any other special skills you have developed which may be relevant to the post and to your work with children.

11. Letter of Application or Supporting Statement

Please write clearly and in black ink

Please include more detailed particulars of your experience, skills and further information in support of your application.

You are advised to limit your statement to two sheets of A4 paper.
Printed forms should be placed inside this form.

Information:

Please indicate in the box how many sheets are enclosed including continuation sheets from other sections:
Please write section numbers clearly on each sheet to identify continuation.

12. Important notes or information that you think is relevant, but have not already included

You are asked to give details of any disability you may have for which a reasonable adjustment may be necessary. While this information will not be used for short-listing purposes it will greatly assist in making any interview arrangements etc. Please disclose any conditions or prohibitions placed on you by the GTC.

13. Referees

Safer recruitment guidelines recommend that references are taken up prior to interview.

Please give the names and addresses of two professional referees. One of these should be your present, or most recent employer. NQTs are advised to include their initial teacher trainer and a successful teaching practice school.

Name:	Name:
Status:	Status:
Address:	Address:
Postcode:	Postcode:
Tel. No: Fax. No:	Tel. No: Fax. No:
Email:	Email:

Successful applicants must produce original certificates of qualifications on request.

I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from appointment or after appointment could lead to disciplinary action or dismissal.

Signature:

Print:

Date: / /

If no address appears in the box opposite
please return to:

Redbridge Teacher Recruitment & Retention Service
The Teachers' Centre
Melbourne Road
Ilford, Essex
IG1 4HT

Thank you for your application. Please enclose a stamped addressed envelope if you require an acknowledgement of receipt