WESTMINSTER ACADEMY APPLICATION FORM PART 1

Thank you for your interest in applying to Westminster Academy. Please complete both parts of the application form in **black ink** or **type.**

**CONFIDENTIAL**

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| **Post applied for:** |
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| **Personal details** | |
| Surname: | Preferred title: |
| First name: | Previous names: |
| Teacher reference number : / | |
| NCTL registered: Yes/No | |
| Work permit applicable? (If yes, please provide details): | |
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| **Education and training** | | | | | | | |
| 1. **Training as a teacher** | | | | | | | |
| Name of teacher training institution: | | | | | | | |
| Have you successfully completed the induction year as a qualified teacher in this country as required by the Department for Education? | | | | | | | |
| Yes/No | | | | | | | |
| If yes, please give date of completion: | | | | | | | |
| From (month/year): | To (month/year): | | | Qualification obtained | | | |
|  |  | | |  | | | |
| Subjects, main and subsidiary: | | | | | | | |
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| Age range of students: | | Other special interests, including languages spoken: | | | | | |
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| 1. **University, college, other institution (other than initial teacher training.)**   **Give dates and state whether full-time or part-time courses** | | | | | | | |
| Name of institution | | | | From (month/year): | | To (month/year): | |
| 1. | | | |  | |  | |
| 2. | | | |  | |  | |
| Part time/full time course  Degree/diploma/title | | | Subjects  (main and subsidiary) | | HONS (with class) or pass grade | | Date of award |
| 1. | | |  | |  | |  |
| 2. | | |  | |  | |  |
| 1. **Secondary education** | | | | | | | |
| Name of institution | | | | From (month/year): | | To (month/year): | |
| 1. | | | |  | |  | |
| 2. | | | |  | |  | |
| **Academic qualifications (give subjects, grades and dates)** | | | | | | | |
| **GCE ‘O’ Level, GCSE (or equivalent):** | | | | | | | |
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| **‘A’ Level/IB etc:** | | | | | | | |
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| **Career history** | | | | | | | |
| Please give details of **all** full and part-time work including particulars of **all** paid and unpaid employment or experience after the age of 18, e.g. commercial experience, raising family, youth work, and voluntary work. Complete the columns working backwards from present date.  Please do not leave any gaps. | | | | | | | |
| Dates | | Role, school name and address/ Role, employer and address Type of business/activity | Age range | Approx. school roll | Salary scale  (include responsibility points) | Full-time/part-time  (State proportion) | Reason for leaving |
| From (m/y) | To (m/y) |
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| Continue on a separate sheet if necessary. Put your full name on additional sheets. | | | | | | | |

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| **In-service training and development** | | | |
| Give details of relevant courses and training undertaken in the last five years | | | |
| Dates and duration | Title of course/training (including home study and distance learning) | Name of provider (eg LEA, college etc) | Qualification obtained (if any) |
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| **Application statement** |
| Pick out those aspects of your experience or skills that are **relevant** to this post. Explain how your ability, skills and knowledge match those required for the appointment, where set out, in the personal specification. Remember to consider experience in previous employment and relevant experience outside of paid work, such as that gained at home, in the community or through voluntary/leisure/college activities. Where you can, give examples in support of your application. Please also tell us if you have special requirements regarding attendance to the selection process, e.g. wheelchair access. |
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| Continue on a separate sheet if necessary. Put your full name on additional sheets. If you include a CV, ensure its relevance to this post. |

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| **References** | |
| Please give the names and addresses of two referees who can be consulted regarding your professional ability for the post. One of the referees must be your present or most recent employer. If not, we reserve the right to request one. Students should include their college Principal.  References will be taken up before an offer of employment is made. These may be requested before interviews. Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted. | |
| 1. | |
| Email: | Tel: |
| Relationship to you: | |
| 2. | |
| Email: | Tel: |
| Relationship to you: | |

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| **Protection of children** |
| Westminster Academy is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Westminster Academy’s privacy statement.  **Do you have a DBS certificate?:** Yes No Date of check:  If you have lived or worked outside of the UK in the last 5 years, we may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?:** Yes No |

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| **Superannuation scheme** |
| Do you contribute to the Teacher’s Superannuation Scheme? |
| Yes/No |
| If you contribute to another scheme, please give details |
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| Have you elected to pay Superannuation contributions for part-time teaching? |
| Yes/No |

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| **Disclosure of relationship** |
| Are you related by marriage, blood or as a co-habitee to any member of Westminster Academy or a member of the Academy Governing Body? |
| Yes/No |
| If yes, please state the name, relationship and position held: |
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| **Declaration** | |
| I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information or canvassed my application, it may lead to disqualification or, if I have been appointed, I may be dismissed. | |
| Signature: | Date: |