 **Application Form – Teaching Role** 

**Please ensure you complete all sections of this form and return with the summary grid.**

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| |  | | --- | | **Post applied for:** | |  | | **Age groups for which trained: Month/Year QTS Awarded or Expected** | |  | | **Specialist Subjects Offered** | | **Main: Other:** | | **Teacher Reference Number: DBS Number:** | | **NI Number:**  **Do you require permission to work in the UK? Yes No** | |
| |  | | --- | | Please X the box if you are an early career teacher (ECT) or if you are completing your training | | (An ECT is required to serve a statutory induction period) | |
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| **Personal Details** |
| **Last Name:** |
| **First Names: Title eg Mr, Miss, Ms, Mrs, other :** |
| **Address:** |
|  |
| **Postcode:** |
| **Telephone Home: Mobile:** |
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| **Date of Birth (DD/MM/YY): Email:** |
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| **Current/Most recent Teaching Post** |
| **Name & Address of Name of School:** |
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| **Postcode:** |
| **Job Title:** |
| **Phase:** |
| **Date From: Date to:** |
| **Current Salary: Special Allowance:** |
| **Point on Scale: Ages taught:** |
| **Available start date:** |
| **Reason for leaving:** |

**Secondary Education** – Please list all School GCSE’s and grades obtained

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| **Secondary School** | **From** | **To** | **Qualifications gained** | **Grades** | **Date Obtained** |
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**Higher Education** – University/College

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| **College/University** | **From** | **To** | **Qualifications gained** | **Grades** | **Date Obtained** |
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**Initial Teacher Training** (NQTS please include ITT courses undertaken)

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| **School** | **From** | **To** | **Qualifications gained** | **Grades** | **Date Obtained** |
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**Other courses attended in the last 5 years**

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| **Course Title and Organising Body** |
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**Teaching Employment History since completing education (most recent at the end)**

Please give details of all full and part-time paid teaching experience in schools including periods before date of qualification. NQTs please include college teaching practices if applying for your first appointment (use a continuation sheet if necessary)

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| --- | --- | --- | --- | --- | --- |
| **Local Education Authority, Gov. Body or Country** | **School** | **Full time or % Part time** | **Post Held** | **Ages Taught** | **Periods of paid teaching service. Students five teaching practice dates (mm/yyyy)** |
|  |  |  |  |  | From To |
|  |  |  |  |  | From To |
|  |  |  |  |  | From To |
|  |  |  |  |  | From To |

**Please list any other (non-teaching) employment history (most recent at the end)**

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| --- | --- | --- | --- | --- |
| **Employers name** | **From (exact dates)** | **To (exact dates)** | **Job Title** | **Reason for leaving** |
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**Please account for any gaps in your employment**

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| **Early Career Teachers** |
| Please ensure that the initial Teacher training information has been completed. |
| Have you already started your Early Career Teacher Induction Period? |
| If **Yes,** date started: |
| Name of School: |

**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.

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**Please list five reasons why you would be a good candidate for this post. Please keep these brief and they can be discussed at interview.**

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**General State of Health**

How many days have you been absent from work during the past two years?

**Number of days:**

**Reason:**

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| **Disability** |

The Disability Discrimination Act protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have, or have had a physical or mental impairment, which had substantial long-term effect on their ability to carry out normal day-to day activities. If we know you have a disability we will make adjustments to the working arrangements and/or the working environment provided it is reasonable in the circumstances to do so.

|  |
| --- |
| Do you have a disability?: Yes No |
| Please let us know what access requirements you may have: |
|  |
| Do you have any medical conditions: Yes No |
| If yes please state below: |
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**References**

Please give details of two professional referees below. One of these should be your present or most recent employer. References will be requested by email.

**ECTs should provide their initial teacher trainer and a successful teaching practice school.**

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| --- | --- |
| **Name of referee:** | **Name of referee**: |
| **Position:** | **Position:** |
| **Name an address of the organisation:** | **Name an address of the organisation:** |
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|  |  |
| **Phone number:** | **Phone number**: |
| **E-mail address:** | **E-mail address**: |
|  |  |
| **Can we contact them before an interview?** Yes No | **Can we contact them before an interview?** Yes No |

**Declarations**

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| --- |
| Are you related to a Downshall member of staff or School Governor? Yes No |
| If 'Yes' please state the name of the person and the relationship, please note: relationship includes blood, lawful or Close personal (e.g. partners): |

**Safer Recruitment: Declaration of Criminal Offences and Spent convictions** (Please tick or X)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

This 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, please include ‘spent’ convictions.

|  |  |  |
| --- | --- | --- |
| **Details of Offence(s)** | **Place and date of Judgement(s)** | **Sentence(s)** |
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*As the occupant of the post will have substantial access to children, a disclosure request will be made to the D.B.S to ascertain whether their records reveal any criminal convictions (including spent ones) relating to the successful applicant. All Redbridge school will comply with the CRB Code of Practice.* ***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.*

**Successful applicants must produce original certificates of qualifications upon request.**

You cannot sign this form on screen. By submitting an email application, you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the process.

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| 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 without a period of notice. |
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| **Signature:**  **Date:** |

**Protections of your Data/Information**

The information you supply on this application form is subject to the current Data Protection Regulations and specifically the General Data Protection Regulation (GDPR) 2018.

Privacy Notice: Downshall Primary School use this standard application form for the recruitment and employment of teaching staff in our school. The information will be confidentially shared with administrative and management personnel involved directly in the recruitment process within the school and with associated Human Resource and Payroll services outside of the school in the context of your employment application. Anonymous data may be extracted for the purpose of statistical recording.

Once the recruitment process has been completed the application form and associated documents for successful candidates will be retained to form the basis of an employment record and stored safely and securely. Unsuccessful candidates details will be securely disposed of in accordance with the guidelines and erased or destroyed – unless there is specific permission for the information to be retained for the future recruitment purposes.

You may update the information should you become aware of any inaccuracies in your submitted application by contacting the emails address used to submit the application originally. You can also withdraw your application through the same contact.

For further general information please contact: Information Commissioners Office – The UK’s independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals – ico.org.uk.