

APPLICATION FORM

VACANCY DETAILS			
Job Title:			
Service Unit/School:		How did you hear about this vacancy?	
PERSONAL DETAILS			
Surname:		Forenames:	
Previous surname:		Preferred forename:	
Address:		Title – Mr/Mrs/Miss/Ms/Dr:	
		Date of birth: (for safer recruitment checks we require candidates to provide their date of birth)	
		Home phone no.	
		Mobile phone no.	
Postcode:		Email:	
NATIONAL INSURANCE NUMBER			
ELIGIBILITY TO WORK IN THE UK			
Do you have permission to work in the UK? (Yes or No)			
If no, please give details:			
CURRENT/MOST RECENT EMPLOYMENT (you do not need to repeat these details in the Previous Employment History section)			
Employer/LA name and address:			
Your job title:		Date appointed:	
Current salary:		Common/upper pay spine point:	
Age range taught and subject:		Notice period:	
Main duties:			
Reason for leaving:			
May we contact you at work if necessary? (Yes or No)			

EMPLOYMENT HISTORY

PREVIOUS EMPLOYMENT HISTORY SINCE LEAVING SCHOOL (most recent first)

Please explain any gaps in your employment history.

We reserve the right to obtain references or to contact previous employers in addition to your named referees.

PREVIOUS TEACHING EMPLOYMENT						
<i>Post held and responsibilities</i>	<i>F/T or P/T</i>	<i>School/Establishment</i>	<i>Name of LA or employer</i>	<i>Age Range Taught</i>	<i>Date from and to</i>	<i>Reason for leaving</i>

Please continue on a separate sheet if required

OTHER EMPLOYMENT				
<i>Employer's name and address</i>	<i>Job Title</i>	<i>Brief Description of duties</i>	<i>Dates from and to</i>	<i>Reason for leaving</i>

EMPLOYMENT HISTORY

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Please continue on a separate sheet if required

REFERENCES

Referees named on this form must be your current (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, e.g. the name of your course Tutor(s) / Head Teacher or a suitable professional. **We will contact referees prior to interview.**

CURRENT (MOST RECENT) EMPLOYER - Please note, this must be a Headteacher/Principle if applying from school/college	PREVIOUS EMPLOYER - Please note, this must be a Headteacher/Principle if applying from a school /college
Name (title, forename, surname)	Name (title, forename, surname)
Capacity known to you	Capacity known to you
Organisation	Organisation
Email:	Email:
Telephone Number:	Telephone Number:
Address:	Address:

SUPPORTING STATEMENT

The information you provide in this section will be used in assessing your application and will determine whether you are shortlisted for interview or not. Please use this space to state how your skills, experience and training would enable you to meet the requirements of the job for which you are applying. Please refer to the criteria outlined in the person specification and respond in the order that each criteria point appears.

FURTHER/HIGHER EDUCATION – QUALIFICATIONS/PROFESSIONAL MEMBERSHIPS/OTHER TRAINING (including HLTA status if applicable)

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 a Qualified Teacher Status? (Yes or No)	
If 'yes', please give date of the award by DfE.	
Route by which Qualified Teacher Status agreed:	
QTS certificate number (if available – please enclose a copy).	
Have you successfully completed a period of induction as a qualified teaching this country where the DfE required this? (Yes or No)	
If 'yes', please give date of completion.	
Are you registered with the GTC? (Yes or No)	
Date passed threshold:	

Are you related to a Councillor, School Governor or employee of the Council? (Yes or No) _____

If 'yes' please provide Name: _____ Relationship: _____

All forms of canvassing will automatically disqualify candidates from appointment, e.g. you must not ask a Councillor, School Governor or employee of the Council to use their influence to help you get a job.

If selected for interview, you must, at that stage, make known any personal or business relationship, which may conflict with the role applied for.

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 Council will seek confirmation from your last Authority of your date of employment for continuous service purposes, in the event of you being offered the post. The Council will also seek details of the number of day's sickness absence (not reasons) in the last 12 months, for the purposes of administering the Local Government Sick Pay Scheme. You are deemed to have given your consent by signing this application form.

DECLARATION

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 completion of recruitment checks applicable to the post. I understand that it is an offence for a person to a) seek to engage in regulated activity, b) offer to engage in regulated activity, or c) engage in regulated activity, if the person is barred.

Signature: _____ Date: _____

Please return your completed application form to: HR@deltaeducationtrust.com

