Application Form for Teaching Post

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| Post applied for: |  |
| Closing date: |  |

Incomplete application forms will not be considered. Capital City Academy does not accept CVs alone, they will only be considered as part of the additional information on a fully completed application form.

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| PERSONAL DETAILS | | | |
| Forename(s) |  | Surname |  |
| Home Address | Street Address |  | |
| Town/City |  | |
| Postcode |  | |
| Country of residence | UK Other If other, please state: | | |
| Do you require a work permit or VISA? | Yes No If yes, please give details:  Asylum and Immigration Act 1996  To fulfil our responsibilities under the Act we will require you to produce one of the following before commencing your employment: A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service which carries your name National Insurance number (e.g. a P45,P60, NI Card or a letter). A passport confirming British Citizen or European Economic Area nationality or which shows the right to live and work in the UK (e.g. partiality, indefinite leave to remain or a grandparent entry visa). A birth certificate confirming birth in the UK or Republic of Ireland. A letter from the Home Office confirming your right to work in the UK. | | |
| National Insurance Number |  | | |
| Teacher reference number (DFE) |  | | |
| How did you hear about this vacancy? |  | | |
| If your postal address is different to above, please insert here | Street Address |  | |
| Town/City |  | |
| Postcode |  | |
| Contact details | Work |  | |
| Home |  | |
| Mobile |  | |
| Email address |  | |

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| CURRENT EMPLOYMENT | | | | | |
| Do you hold Qualified Teacher Status? | Yes No In which year did you gain QTS? | | | | |
| Current employer (Name and full address) | Jobs held and main duties | From | To | Salary | Reason for leaving |
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| PREVIOUS EMPLOYMENT | | | | | |
| Previous employer (Name and full address) | Jobs held and main duties | From | To | Salary | Reason for leaving |
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| CONTINUING PROFESSIONAL AND PERSONAL DEVELOPMENT | | | | |
| Courses attended (during last 3 years) | | | | |
| Name of course and provider | Award/Qualification  Gained | Full or  part time | From | To |
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| EDUCATION HISTORY (Please list your education attainment, most recent qualification first) | | | |
| Institution  (Please state name and address) | From | To | Qualification attained/Subject |
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| KNOWLEDGE, EXPERIENCE AND SKILLS  (Using no more than 2 A4 pages, please describe how you meet the requirements outlined  in the person specification) |
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| KNOWLEDGE, EXPERIENCE AND SKILLS (continued) |
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| ATTAINMENT (For Leadership Team posts and above) | | | |
| For your areas of responsibility, please indicate the results in the table below for your school | | | |
| Year | School Name |  | For applicants currently working in Senior Leadership, the percentage of students achieving 5A\*-C including English and Mathematics GCSE or for other applicants A\*-C grades for your classed/department |
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| PERSONAL DATA | |
| Basic Salary |  |
| Additional salary (please indicate management points or London allowance etc) |  |

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| REFEREES (Please note that references will be requested prior to your interview, unless stated otherwise) | | | |
| Please provide the contact details of two referees, one of whom should be your current employer. | | | |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Telephone number |  | Telephone number |  |
| Mobile number |  | Mobile number |  |
| Email |  | Email |  |

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| **CONFIDENTIAL INFORMATION** |
| We are committed to the safeguarding and promoting the welfare of children and candidates must be willing to undergo child protection screening appropriate to the post. This post is exempt from the Rehabilitation of Offenders Act. Your duties would give you access to children under 18. You are therefore not entitled to withhold information about convictions which would be regarded as spent for other purposes. Failure to disclose such convictions will result in your dismissal. |
| In relation to the above statement, if you have any convictions or cautions (including spent convictions) you are obliged to detail these below.  Do you have any convictions (including cautions and bind-overs)?  Yes No  If yes, please provide details below. |
| I can confirm that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body such as the General Teaching Council.  SIGNED: DATE: |
| Please note; applicants will not be able to take up their post until Disclosure and Barring Service (DBS) checks clearance is received by the Academy. |

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| DATA PROTECTION STATEMENT |
| The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing the application form we will be assuming that you agree to processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner. |

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| DECLARATION |
| I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.  SIGNED: DATE: |

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| EQUALITY & DIVERSITY MONITORING | | | | | |
| This section of the application will be detached from your application and will be used solely for monitoring purposes.  Capital City Academy recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community. | | | | | |
| **Gender (please tick appropriate box):** | | | | | |
| Male Female | | | | | |
| Ethnic Origin (please tick appropriate box): | | | | | |
| White: | English/Welsh/  Scottish/  Northern Irish/British | Irish | Gypsy or Irish Traveller | Any other White background |  |
| Mixed/Multiple Ethnic Groups: | White & Black Caribbean | White & Black African | White & Asian | Any other Mixed/Multiple Ethnic background |  |
| Asian/Asian British | Indian | Pakistani | Bangladeshi | Chinese | Any other Asian background |
| Black/African/  Caribbean/  Black British | African | Caribbean | Any other Black/African/  Caribbean background |  |  |
| Other Ethnic Group: | Arab | Any other ethnic group |  |  |  |

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| Religion (please tick appropriate box): | | | | |
| Baha’i | Buddhism | Christian | Hinduism | None |
| Islam | Jain | Judaism | Sikhism | Other |
| Age (please tick appropriate box): | | | | |
| Under 18 | 18-25 | 26-35 | 36-45 | 46-55 |
| 56-65 | Over 65 |  |  |  |
| Disabilities (please tick appropriate box): | | | | |
| Do you consider yourself to have a disability *– a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities?* | | | Yes No | |
| If yes, please state the nature of your disability: | | | | |
| If you have any disabilities, please let us know if we need to make special arrangements for you if you are invited for interview. | | | | |