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**Teacher**

**Job Application Form**

APPLICATION FOR A TEACHING POST WITHIN PEAK EDGE

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| CONFIDENTIAL |

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| AS:  AT:       SCHOOL/SERVICE |

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| Please return this form either by e-mail or post to the address shown on the ‘Vacancy Details Screen’ for the post you are applying for.  Details of the School/Service Area, Post Reference Number and closing date will also be available on this web page. |

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| **PERSONAL DETAILS: (**BLOCK CAPITALS PLEASE) | |
| Surname/Family Name:       Forename:  If relevant, please state other  Surname/family name used previously: | |
| Address:      Post Code: | Daytime contact telephone numbers:  Work:  Home:  E-mail Address: |

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| **DFE:** Ref. Number: | National Insurance No: |
| General Teaching Council Registered: YES  NO  (Please mark with a cross)  Date of award of qualified teacher status (QTS):  (If after 7 May 1999) Have you completed your induction year?  YES  NO  (Please mark with a cross)  If no – please give details of outstanding induction period: | |

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| **EMPLOYMENT** - Details of present or most recent employment. (Please give details of any other employment which, with the job applied for, would mean you would be working more than an average of more than 48 hours per week). | |
| Post Title:  Place of work:  Address:      Post Code: | Salary Details:  Salary per annum:  Scale point:  And if applicable:  Management allowance:  Upper pay spine point:  Leadership group: |
| Main duties/responsibilities  Date appointed:       Date left (if applicable): | |
| If appointed, please give the date on which you could commence employment: | |
| What is the reason you are leaving or have left this post? | |

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| **EMPLOYMENT HISTORY** - Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (e.g. unemployment, voluntary work, raising a family, part time work). |

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| From month/year | To month/year | Place of work/employer  (if applicable) | Reason for  Leaving | Scale allowance/salary | Title  /responsibility |
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| **EDUCATION/QUALIFICATIONS – HIGHER EDUCATION**  Primary Teachers: please give age range trained to teach and curriculum specialism (if applicable)  Secondary Teachers: please give subjects trained to teach and level to which you can teach them. | | | | |
| Place of study | Dates | Main subjects | Subsidiary subjects | Qualifications gained:  Degree, Cert, Diploma etc. (including classification) |
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| **SECONDARY AND FURTHER EDUCATION WITH EXAMINATION RESULTS**  School/College attended: | | | |
| Subjects taken | Examinations passed | Grades | Dates |
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| **Other relevant courses attended in the last 5 years** | | | |
| Course details | Dates | Course Details cont. | Dates |
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| **SUITABILITY FOR THE JOB**  Please state why you think you are suitable for this job.  **Note:** Please use the personal statement of your application to demonstrate how you meet the elements set out in the person specification. Please provide examples, with evidence of positive impact. Candidates will be shortlisted on the basis of their personal statement and previous track record. |

**ADDITIONAL INFORMATION**

(Please mark your choice with a cross)

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| If the post you are applying for is full-time would you like to Job Share it? YES  NO |
| **RELATIONSHIP:** Are you related to any councillor, Senior Officer (including Head or Deputy Headteacher in Sheffield), or member of the Governing Board relevant to this appointment?  If YES, give name:       Relationship: |
| The post you are applying for is subject to an order under Section 4(4) of the Rehabilitaion of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions which, for other purposes are ‘spent’ under the provisions of the Act.  If you are to be recommended for the post you will be subject to a Criminal Records Bureau check.  This will be an **enhanced** disclosure.  If you are barred from working with children, you are breaking the law if you seek, offer or engage in regulated activity with a group that you are barred from working or volunteering with.  You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations. Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action.  Any information given will be completely confidential and will be considered only in relation to an application for positions to which an order applies.  **I have read the above statement, and I have no convictions to declare**  (please mark with a cross) **I have convictions to declare**  If you have convictions to declare, please set down the details on a separate sheet and place in a sealed envelope marked “private and confidential”. This should be sent by post to The Human Resources Section shown in the vacancy details screen for the post for which you are applying.  **Please give Post Reference Number and include contact details, for confidentiality purposes this information must not be sent by e-mail.** |
| Have you ever been dismissed for gross misconduct, or on grounds of capability from employment with Peak Edge, Sheffield City Council or any other employer? YES  NO  If ‘YES’ state from where and when. |
| **MEDICAL CLEARANCE:**  In accordance with the Education (Teacher Qualifications and Health Standards)(England) Regulations 1999 an offer of appointment will be subject to medical clearance. |
| Other than any details given on Page 1 are you in receipt of any income or pension from Peak Edge, Sheffield City Council, including any payments received via agency work?  YES NO |
| Are you in receipt of an ill health pension from the Teachers Pensions Agency?  YES NO  **If YES: Please give date that the pension commenced.** |
| **ONLINE SEARCHES**  In accordance with the DfE document ‘Keeping Children Safe in Education’ document, we complete an Online Search on each shortlisted candidate to further check suitability for the post. |
| **Privacy Notice**  This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.  Please ensure that you read this notice as well as our privacy notice which can be found on the school website which detail how we use your information.  **Why Do We Collect This Information?**  Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.  **What Information Do We Collect?**  We collect the following information from the application form in order to take a decision as to recruitment: Name, Address, School and Employment history, Referees  **How we may share the information**  We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.  **How long we keep your information**  We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy. |
| **REFERENCES**  Please provide us with the details of two people who we can contact for references. The first should be an **employment reference** from your current or most recent employer, if you have been employed. Please note that we may contact a senior manager to verify the reference if you do not select them as your referee.  Do provide accurate telephone numbers, addresses and work-place email addresses.  If you are a school or college leaver, then you should provide an **academic reference**. This should be from your most recent tutor or institution. if you are or have been self-employed, you can provide a professional reference, for example from a customer or supplier.  Ideally the second reference will also be an employment reference, from a previous line manager. It could also be a professional or academic reference.  Only, if the above cannot be obtained, should you provide a **personal reference**. This can be from a person of professional standing in the community such as a lawyer, bank manager, doctor, teacher etc. **Your family or friends cannot provide references for you.** |

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| **REFEREE (1)**  **(Present or most recent employer)** | **REFEREE (2)**  **(Previous employer)** | |
| Name  Job Title | Name  Job Title (if relevant) | |
| Address | Address | |
| Tel No:  Fax No:  Email address: | Tel No:  Fax No:  Email address: | |
| **References are taken up for shortlisted candidates. If you do not wish a reference to be taken up at that stage please state why. Peak Edge and the School’s Governing Board reserve the right to contact any previous employer.** | | |
| *You may use a Peak Edge employee or School Governor as a referee if they are not directly involved in the recruitment process (unless no alternative exists). However any attempt to influence the process in your favour or on your behalf will disqualify you.* | | |
| By signing this form you authorise us to check any information you have given with third parties (e.g. previous employers) and you authorise them to disclose your personal information to us. | | |
| **DECLARATION**  **The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post.** | | |
| Signature: | | Date: |

Please note that if you submit this form electronically and you are invited to take part in an assessment centre, we will ask you to physically sign this application when on site.