Address:

**2. Personal Details**

*If you have lost/cannot recall your teacher Reference Number please contact the GTCE*

*by calling +44 (0)370 001 0308*

Which subject area(s) did you specialise for in teacher training?

Other subject areas of interest e.g. sport, music, drama?

Do you have the National Professional Qualification for Headship (NPQH)?

Yes No

Date awarded Qualified Teacher Status (QTS)?

/ / (day/month/year)

Are you currently registered with the GTC in England?

Yes No

If you gained QTS after 7 May 1999, have you completed the Statutory

Teacher Induction Period?

Yes No

Have you worked as a Supply Teacher for 16 months or more?

Yes No

If you have indicated that your induction period is part completed, please provide the name of the appropriate body where your induction period was undertaken.

Teacher Reference No:

(formerly DfES Number)

Family name:

Other names:

Previous names:

Title:

Contact telephone no:

Postcode:

Email:

National Insurance No:

**1. Post Details**

Post applied for:

Post Ref:

Department:

Location:



**Application Form for a Teaching Post**

**Please read the guidance before completing this form.**

 **It explains how to complete the form and contains some advice which may help you to submit a better application.**

Pre-employment screening checks may be undertaken on recruitment applications and applicants

for the purposes of confirming information requested and provided within this application form.

Address:

Employer’s name:

Postcode:

**5. Summary of Experience, Skills, Knowledge and Competencies:**

Please tell us about your relevant experience, skills, knowledge and competencies which you think make you the best person for the job, always referring to the person specification. Continue overleaf or use additional paper if necessary.

Organisation

Role

Salary (if applicable)

Period From

MM/YYYY

To

MM/YYYY

Reason for

**3. Present Employment (if you are currently not in employment, please leave blank)**

Job title:

Telephone No:

May we contact you on this number? yes No

Basic pay/grade:

Allowances:

Date started:

Period of notice:

Outline of key duties and responsibilities:

**4a. Experience (This should include paid and unpaid employment, work experience, placements etc.) Please list most recent post first. Please continue on a separate sheet if necessary.**

leaving

**4b. Please specify all time not accounted for above with dates and reasons:**

**7. Criminal Convictions and Cautions**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, as well as cautions, reprimands and warnings, for any offence (not just those involving children) which for any other purposes

are ‘spent’ under the provisions of the Act. You should disclose in this section all previous convictions, cautions, reprimands and warnings.

Failure to disclose any previous convictions, cautions, reprimands and warnings, could result in dismissal should it be subsequently discovered.

**Any information given either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.**

I confirm I have no convictions, cautions, reprimands or warnings, or are on the relevant ISA Barred List(s), disqualified from working with children, or subject to sanctions imposed by the General Teaching Council (GTC).

If you do have any criminal convictions, cautions, reprimands or warnings, or are subject to sanctions imposed by the General Teaching Council (GTC), please give details in a sealed envelope and attach this to your application form.

**6. Relationships**

Are you related to any Elected Member or employee of the Leicester Academies Charitable Trust or a Governor of a school/college?

Yes No If yes, please give details:

**5. Summary of Experience, Skills, Knowledge and Competencies** (continued)

Date Achieved

(MM/YYYY)

**10. Relevant Courses/Awards (eg short courses attended/certificates/awards)**

Duration

Organising Body

Brief Details of Course/Award

From

To

**9. Membership of Relevant Organisations**

Professional Body/Association

Qualification/ Membership Level

Dates of Qualification/ Membership (MM/YYYY)

**8. Education**

Qualification gained or pending. Please state subject. (Please be prepared to provide evidence at interview.)

Grade e

School/College/University

**13. Interview Arrangements**

Please indicate below any dates when you would not be available to attend for interview:

**12. Data Protection Act**

The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from last contact.

When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. The information may be used by The Leicester Academies Charitable Trust for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

**11. Disability/Health Conditions**

We encourage people with disabilities to apply for jobs and uses the ‘Two Ticks’ Disability Symbol. This means that the Leicester Academies Charitable Trust is committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities.

**The Equality Act 2010 defines disability as:**

***‘A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.’***

Please see notes of guidance for further clarification of this definition.

**I consider myself: Disabled Non-Disabled**

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application:

Interview information in audio format Wheelchair-accessible location for Interview information in large print format interview and tests if applicable Sign language interpretation or other Car parking space for interview assistance with communication at Facility for personal carer, assistant

interview or other person to accompany you at

Induction loop in interview room interview

Please specify any other support which you would like to be made available on the day:

**15. Declaration**

**I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of a qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.**

**By signing this form I agree to The Leicester Academies Charitable Trust using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.**

**I also confirm that I have not directly or indirectly approached any Governor of the academy/school/college where this post is based to support me in making this application, as this would disqualify me as a candidate.**

**I understand that if I don’t tell you about any relationships with any member or Governor of a academy/school/college, or I neglect to tell you about any criminal convictions, cautions, reprimands or warnings as detailed in the guidance notes, and this is discovered after appointment, I could be dismissed without notice.**

**I also understand that satisfactory references, CRB disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.**

Signature: Date:

*If you are applying online you will be required to bring a signed application form with you to the interview.*

**14. References**

One of your references should be your present or most recent employer.

As this post has been designated as a ‘regulated activity’, it will be necessary for both referees to be approached before the interview.

Postcode:

Postcode:

Email address:

Email address:

Telephone No:

Telephone No:

Title/Position:

Title/Position:

Relationship to applicant:

Relationship to applicant:

Address:

Address:

1. Name:

2. Name:

**16. Monitoring Section**

It would be really helpful if you could complete this section for us. The Governing Body and the Leicester Academies Charitable Trust is committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike.

The details you supply will be stored separately from the information on the rest of the application form and will **not** be used as a basis for decision-making within the selection process.

Department:

Post Ref: Location: Application for post of:

**1) How would you describe your ethnicity?**

**Prefer not to state**

**2) My sex is Female Male Prefer not to state**

**3) My date of birth is (DD/MM/YYYY): Age:**

**4) The Equality Act 2010 defines disability as:**

*‘A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.’*

**I consider myself Disabled Non-disabled Prefer not to state**

**5) My Religion or Belief is:**

**Buddhist Christian (all denominations) Hindu Jewish Muslim**

**Sikh None Prefer not to state Other** Please specify:

**6) My Sexual Orientation is:**

**Bi-sexual Gay Lesbian Heterosexual Prefer not to state**

**Other** Please specify:

**7) Where did you see this vacancy advertised?** (Please be specific e.g. Leicester Mercury)

**(b) Mixed**

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

(please write in below)

**(c) Asian or Asian British**

Indian Pakistani Bangladeshi

Any other Asian background

(please write in below)

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

**(a) White or White British**

British

Irish

Any other White background

(please write in below)

**(d) Black or Black British**

Caribbean

African

Any other Black background

(please write in below)

**(e) Chinese or other ethnic group** Chinese

Any other ethnic group

(please write in below)

**(f) Gypsy/Traveller** Irish Traveller Romany Gypsy

Any other background

(please write in below)

Appointed

Shortlisted

Interviewed

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