Application Form Teaching Staff

Information for Applicants:
Please complete this form in black ink or type in the spaces provided.
Please complete every section.
Please note we cannot accept CVs.
This post involves working with children so the appointment will be subject to a Disclosure and Barring Service check.

Position Applying For:	
Job Title:	
School:	Please select from the list:
Where did you see the post advertised:	Please select from the list:

Personal Details:			
Title:		First name(s):	
Surname:		Date of Birth (*)	
If you have previously been known by another name(s), please specify:			
Address (inc. Postcode):			
Contact Details:	Please only include contact numbers or email addresses that you are happy for us to use.		
	Daytime Contact Number:		
	Evening Contact Number:		
	Mobile Number (if different):		
	Email Address:		

(*The Trust complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants for identification purposes and to verify that full education and employment history has been provided, in accordance with statutory guidance from the DfE ("Keeping Children Safe in Education").

National Insurance Number:	
Do you currently have the right to work in the UK?	Please select:
If NO, please specify your circumstances below:	
Have you lived or worked abroad in the last 5 years?	Please select:
If YES, please give dates and countries below:	

Teaching Information:									
DfE Reference Number:			-						
Date qualified as a teacher:									
Type of teacher training undertaken:									
Secondary			Primary (nursery, infant, junior)						
Subjects qualified to teach:									
Do you have Qualified Teacher Status?							Please select:		
If YES, please provide your Teacher Reference Number (TRN):									

Employment:

Due to our commitment to Keeping Children Safe In Education, please give **a full employment history**, in chronological order, starting with your most recent occupation and ending with your first occupation, since leaving secondary education. Include periods of post-secondary education / training. Please record details of any gaps in employment, providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc). Provide ensure you record start and end dates for all occupations.

Teaching:

Present (if currently employed):

Post Held:			
School:			
Address:			
Postcode:			
Pupil Age Range:		Approx. number on roll:	
Start Date:		Notice Required:	
Main Scale Point: (e.g. MPS 1 / UPS1 / L1 etc)		Current Salary:	
Date first applied/received pay progression to UPR (if applicable):		TLR Allowance: (if applicable)	
Subjects Taught:		Ages Taught:	
Reason for leaving:			

Brief outline of duties in your current or most recent job role:

Previous Employment - Teaching: Please list the most recent first, including all full-time and part-time teaching positions.							
School (inc. address)	Pupil Age Range	Approx. No. on Roll	Post Held	Grade	Dates From	To	Reason for Leaving

Previous Employment - Non-Teaching: Please list the most recent first, including all full-time and part-time non-teaching positions					
Organisation (including address)	Post Held	Salary / Grade	Dates From	To	Reason for Leaving

Breaks in employment history: If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times, e.g. unemployment, raising family, voluntary work, training.		
Date From (Month/Year)	Date To (Month/Year)	Reason

Education and Qualifications:

Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications) along with any additional training you have undertaken, which is relevant to the post which you are applying for. If you are shortlisted for interview, you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

Teaching Qualification:				
Name of Institution	From (Month/Year)	To (Month/Year)	Qualification/subject obtained and awarding body	Grade

Education (University / College / Apprenticeships) etc.				
Name of Institution	From (Month/Year)	To (Month/Year)	Qualification/subject obtained and awarding body	Grade

Secondary School Education				
Name of School	From (Month/Year)	To (Month/Year)	Qualification/subject obtained and awarding body	Grade

Professional Development:

Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Membership of Professional Bodies:

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

Information in support of this application:

Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the Person Specification (please continue on a separate sheet if necessary).

References:

Please give details of at least **two** referees who can provide professional references. Both referees should be from your **current** and **most recent** employer (as detailed in the current/previous employer section of the application form). If the reference is from a school, it should be addressed to the Headteacher, so please provide their details. If the request is from an organisation, it should be your previous line manager or someone in a position of authority.

If you are (or have recently been) a student, one should be a senior staff member from your place of study.

If no professional references are available, please provide referees who know you in a professional capacity, not a friend or family member. *(e.g. solicitor, accountant, trustee, teacher, child's teacher, community group leader (volunteer), sports coach, a government official, a legal adviser, religious leader etc).*

Please note that for school roles we normally take up references for all shortlisted candidates and may approach previous employers before interview. **Please advise us if you do not wish us to approach a referee prior to interview.**

Referee 1 (Current or most recent employer)			
Name:			
Position (e.g. Headteacher / previous line manager / position of authority)			
School / Organisation:			
Address:		Tel. No.	
Email Address:			
Can we contact this referee pre-interview?	Please select:		
In what capacity do you know the referee?			

Referee 2 – (Previous Employer)			
Name:			
Position (e.g. Headteacher / previous line manager / position of authority)			
School / Organisation:			
Address:		Tel. No.	
Email Address:			
Can we contact this referee pre-interview?	Please select:		
In what capacity do you know the referee?			

Note: (i) Referees may be contacted before interviews (unless you have advised not to above).
(ii) If either of your referees know you by another name, please give details.
(iii) The Trust may contact other previous employers for a reference with your consent.
(iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.

Close Personal Relationships:

Declaration of Relationships:	
Are you a relative or partner, or do you have a close personal relationship with an existing member of staff or member of the board of governors/trustees.	Please select:
If YES, please provide the name(s) of the person(s) and relationship below:	

Failure to disclose a close personal relationship as above may disqualify you. Canvassing of governors or senior managers of the school by or on your behalf is not allowed.

Declaration

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the school, and is likely to result in dismissal.

Disclosure of Criminal Convictions

Short-listed candidates will be asked to complete a 'Disclosure of Criminal Convictions' form and, where appropriate, a Disclosure will be sought from the Criminal Records Bureau in the event of a successful application. A conviction will not necessarily be a bar to obtaining employment.

Safer Recruitment

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post. I understand that it is an offense to apply for this role if I am barred from engaging in regulated activity relevant to children.

Data Protection Act 2018

I herby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Please confirm the above statements are true by signing below.

Signed:	Date:

Thank you for applying for this post. Your interest in working with us is very much appreciated.

Bridge Academy Trust Talent Pool

Bridge Academy Trust HR advertise vacancies on behalf of 11 schools, its Central Team and Mid Essex Teacher Training.

If you are happy to be contacted about similar vacancies across the Trust please tick this box to give your consent. ☐

You can join and opt out of the Talent Pool mailing list at any time by **clicking here**. *For more information about how we process your information, please click here to see our **privacy notice**.*

Completed Applications

Please return your completed application form to:

Email: admin@ongar-pri.essex.sch.uk
Address: Office Manager
Ongar Primary School
Milton Crescent
Ongar
Essex. CM5 0FF