Application Form

For Teaching Appointments

Academy:

NO 🞏

TRN:

If yes, please give date of recognition (month, year):

YES 🞏

Post:

 Personal Details (BLOCK CAPITALS)

Surname: Title (eg. Mr, Mrs, Miss, Ms):

Firstname/s:

Previous surname if relevant:

Address:

Town or City: Post Code:

Telephone No. (home): Email (home):

Telephone No. (work): Email (work):

Telephone No. (mobile): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 NO 🞏

Do you require a work permit to work in the UK?

If yes and applicable, when does your permit expire? (month, year):

YES 🞏

NO 🞏

Are you recognised by the DfE as a qualified teacher in the UK?

Have you successfully completed a period of probation/statutory induction

YES 🞏

as a qualified teacher in this country as required by the DfE?

If yes, please give date of completion (month, year):

Teaching experience (years):

Teacher Training – please give details

Name of Teacher Training Institution:

From (month, year): To (month, year):

Age range you are trained to teach:

Qualification obtained:

Subject you are trained to teach:

Additional subjects which you are able to teach:

Any additional languages spoken:

Please turn over

Page 1

National Insurance No.

Please continue

Page 2

Certificate/Qualification Grade/Class (Please specify)

(I) Present salary (give details of special allowances):

Title and subjects

 Other Education, Qualifications and Training (excluding initial teacher training)

Current or Most Recent Post (including initial teacher training placement)

(a) Full name and address of school/college, or employer:

(b) Type of School: (c) Number of Pupils:

(d) Local Education Authority:

(e) Position held: (f) Scale/grade/MPS:

(g) Appointment held – Full-time/Part-time:

(h) Dates from/to:

School, College or University

(give address)

Reason for leaving

(if applicable)

Post held

Salary / Scale on leaving

Type of School/ Nature of Business

Page 3

Please continue

Previous Teaching/Employment Experience

(Please start with most recent and continue on a separate sheet if necessary)

Name of Employer

From

To

Page 4

Please continue

Your Supporting Statement

As part of your application you are requested to set out on a separate sheet(s) relevant information in support of your application. Please clearly mark your separate sheet(s) to avoid confusion. Use this section to set out your reasons for applying for this post and show how your qualifications, experience, skills and qualities support your application.

References

References will be obtained from employers during the last 3 years. Please note that if have previously worked in a school, the reference must come from the current/most recent Headteacher for safeguarding reasons. If you have not been in employment during this time, please give the names of two personal referees (not family members) from whom confidential references may be obtained. We may also contact previous employers where you have worked with children. Your referees will be contacted if you are called for interview – please let us know if this is not suitable.

Relationship to You

Gaps in Employment

Please list any gaps in employment together with the reasons for the gaps:

Post Code

Tel No

Period known (years)

Email

Post Code

Period known (years)

Email

Tel No

(ii) Will you require any assistance if called for interview? If yes, please give details:

If yes: (i) If you are aware of any equipment or adaptations that will assist you, please give details:

 YES 🞏 NO 🞏

If part-time, have you made a positive election to join the Teachers’ Pension Scheme:

Additional Information

Superannuation

Do you contribute to the Teachers’ Pension Scheme: YES 🞏

Do you consider yourself to have a disability? YES 🞏 NO 🞏

Disability

Address

Address

Relationship to You

Other Superannuation Scheme (give name):

Please continue

Referee

Referee

NO 🞏 🞏

Page 5

Protection of Children

Disclosure of any criminal background is required. Because of the nature of the work, teaching in the UK is exempt

from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986,

and therefore applicants are not entitled to withhold information about convictions which for other purposes are spent under the provisions of the Act. Offers of employment will also be dependent on completion of a satisfactory police check. Disclosure of a criminal background will not necessarily bar you from any appointment.

Please continue

Page 6

Are you a member of the DBS update service?

YES 🞏 NO 🞏

DBS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YES 🞏 NO 🞏

YES 🞏 NO 🞏

If you have answered ‘yes’ to either question 1 or 2 above, please provide details below:

Date: Offence:

1. Do you have any criminal convictions that are not protected (i.e. eligible for filtering) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended)?

2. Do you have any cautions, that are not protected (i.e. eligible for filtering) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended)?

Have you ever been convicted of a criminal offence?

Issue Date:

Please give details of your police check with the Disclosure and Barring Service:

Sentence:

For any position that you apply for, if unsuccessful, this information may be retained on file for 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud, or shared with other bodies administering public funds solely for this purpose.

Data Protection

Under the terms of the General Data Protection Regulation 2018, the information you provide on this form will only be used by the Academy for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personal management purposes.

To be signed, by hand, by all Applicants

I confirm that, to the best of my knowledge, the information on this form is true and correct.

I am in possession of the certificates which I claim to hold and understand that willful falsification may result in dismissal if I am appointed.

I understand that any offer of employment will be subject to satisfactory medical and police checks.

Signed: Date:

Mixed

\_ White and Asian

\_ White and Black African

\_ White and Black Caribbean

Mixed other (please write in)

Asian or Asian British

\_ Bangladeshi

\_ Indian

\_ Pakistani

 \_ Asian other (please write in)

(Remove during sifting process)

Recruitment Monitoring

The Academy is committed to Equal Opportunities. The aim of its policy is to ensure that no job applicant or employee is treated unfairly on the grounds of age, colour, national origins, nationality, race, disability, family commitments, gender, marital status, membership or otherwise of a trade union, religion, or sexual orientation.

Without accurate data on the composition of our workforce and on job applicants we are unable to monitor the effectiveness of our policies and procedures. Therefore we ask for your cooperation in completing the monitoring section of this form. This information will be used for statistical purposes only and will not be reproduced in a way that enables individuals to be identified. All information supplied by job applicants is treated in the strictest confidence.

Job Title

Personal Details

Surname

Gender

\_ Male

Black or Black British

\_ African

\_ Caribbean

Chinese or other ethnic group

\_ Chinese

Other (please write in)

Job Reference

*(BLOCK CAPITALS):*

Firstname/s

\_ Female

Ethnic GroupPlease tick one box (or write in one box if appropriate)

Age

what age are you?

 years

\_ Black other (please write in)

White

\_ British

\_ European

\_ Irish

\_ Romany/traveller

White other (please write in)

\_ I decline to self-classify

Page 7

Please turn over

[ ]  Other (please specify)

[ ]  Employment Services

[ ]  Friend/relative

[ ]  Internal Vacancy list

[ ]  Other web site (please specify)

 [ ] Bromley website [ ]  TES [ ]  GOV Teaching Vacancies

 [ ]  Professional journal (please specify *)*

 [ ]  National Newspaper (please specify )

[ ]  Local Newspaper (please specify )

mobility

manual dexterity physical co-ordination continence

ability to lift, carry or otherwise move everyday objects speech, hearing or eyesight

memory or ability to concentrate, learn or understand

perception of the risk of physical danger

Page 8

Disability

To help you decide whether you have a disability as defined under the Disability Discrimination Act 1995 please read the following information:

A disability is defined as ‘a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.’

The effect an impairment may have on day-to-day activities is defined in the Act as falling within the following categories:

1.

2.

3.

4.

5.

6.

7.

8.

The impairment has to be substantial, that is something more than trivial and it needs to be long-term, i.e. has lasted or

is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected. Having considered the above information please tick one of the following:

\_ I do consider myself to have a disability

\_ I do not consider myself to have a disability

\_ I decline to self classify as to whether I consider I have a disability

Media Monitoring*Please indicate how you became aware of the post*

 [ ]  Agency (please specify )