Teacher Application Form

Please complete this form in full and email smoon@chichesterfreeschool.org.uk

CVs are not acceptable. If completing by hand, please write in black ink, thank you.

Chichester Free School is committed to being an equal opportunities employer, and committed to the safeguarding and promotion of welfare of all children and young people.

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| Job Details | |
| Application for the Post of: |  |
| School/Establishment: | Chichester Free School |

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| Personal Details | | |
| Title |  | Family Name/Surname: |
| First Name and Middle Names | |  |
| Previous surname(s), if applicable | |  |
| Address | |  |
| Postcode | |  |
| Email Address | |  |
| Correspondence Address (if different from above) | |  |
| Preferred Telephone No | |  |
| Alternative Telephone No | |  |
| Additional Personal Details | | |
| National Insurance Number | |  |
| Teacher Reference Number | |  |
| Date Qualified Teacher Status awarded in the UK | |  |
| Date statutory induction year completed (if qualified after 7 May 1999) | |  |
| Would you require sponsorship (previously a work permit) to take up this post? | | YES / NO |

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| Education & Qualifications  (NB: Shortlisted candidates will be required to produced qualification certificates at interview) | | | | | | | | | | | | | |
| Secondary / Further Education | | | | | | | | | | | | | |
| Name of School/College: | | Dates Attended: | | | Subject and Qualification | | | | | Grade and date awarded | | | |
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| Higher Education and Courses leading to Other Relevant Qualifications | | | | | | | | | | | | | |
| Higher Education establishment attended: | | | | Dates | | | Qualification obtained and date of award | | | | | | Subjects |
| From | | To |
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| Additional Education & Qualifications – Initial Teacher Training | | | | | | | | | | | | | |
| University / College / Designated Recommending Body (DRB): | | | | | | | | | | | | | |
|  | | | | | | | | | Date: | |  | | |
| Qualification Gained: | | |  | | | | | | Date: | |  | | |
| Age Range for Which Trained: | | |  | | | | | | | | | | |
| Principal Subject: | | |  | | | | | | | | | | |
| Subsidiary Subject: | | |  | | | | | | | | | | |
| Further Qualifications & Further Training  (Including one year and one term courses and any recent short courses (e.g. NPQH) | | | | | | | | | | | | | |
| University, College or Organising Body | Subjects & Course Title | | | | | | | Any Qualification Obtained | | | | Length of Courses & Dates | |
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| Current Employment | | | |
| School/College/Establishment |  | | |
| Name of Local Authority (if applicable) |  | | |
| Address of School / College / Establishment |  | | |
| Telephone Number |  | | |
| Type of School |  | Number on Roll |  |
| Position/Title:  (If part-time, please give details) |  | Date appointed (mm/yy) |  |
| Subjects, age groups taught and other responsibilities |  | | |
| Notice period required / date available if appointed |  | | |
| Current Spinal Column Point on MPS or UPS, please indicate |  | | |
| Additional Allowances, please specify |  | | |

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| Previous Employment / Experience  (Please give the fraction of full-time where the post is/was part-time) | | | | |
| Name of School & Authority | Type of School & Number on Roll | Post Held | Date from (mm/yy) and to (mm/yy) | Reason for Leaving |
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| Gaps in employment (Please use this space to explain any gaps in your employment.) |
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| In-service Training  Give details of most recent (eg in the last two years) relevant courses attended and indicate any awards earned | | | |
| Course Title | Provider | Duration | Dates (mm/yy) |
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| Are you First Aid Trained?  Yes  No | | | |
| If yes, please provide a copy of your first aid certificate if invited for interview. | | | |

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| Letter of Application  The information you provide in this section is important in assessing your application. Please use the space (and/or additional A4 sheets, if necessary, but no more than 2 sides in total) to state your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job (please refer to the person specification for the post). | | | |
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| Referees | | | |
| Name, address (incl Post Code, if known) and Status/Position of two persons to whom reference may be made who can comment on your teaching and/or organisational ability. One MUST be your present or most recent employer. If you are not currently working with children, you should provide details of the employer where you last worked with children. | | | |
| 1) Present/Most Recent Employer | | | |
| Name: |  | | |
| Address: |  | | |
| Occupation: |  | | |
| Telephone no. |  | Email address |  |
| 2) Other Referee | | | |
| Name: |  | | |
| Address: |  | | |
| Occupation: |  | | |
| Telephone no. |  | Email address |  |
| NOTE: References will be taken up if you are called for interview. In view of the nature of the job no offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in "Previous Employment" on page 2 of this form. If, for any reason, you feel unable to give your present or most recent employer as a referee, please send a covering letter explaining why. | | | |

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| Other Information | | | |
| Are you related or connected to any member of staff, governor or pupil of this school? | | YES / NO | |
| If yes, please state name of person and relationship | |  | |
| Do you have a current driving licence? | YES / NO | Do you have regular use of a vehicle? | YES / NO |
| Have you ever worked at CFS through an agency | YES / NO | If yes, please state the agency and the most recent date you worked at CFS. |  |
| How did you find out about this vacancy? |  | | |

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| Disclosure and Barring and Childcare Disqualification |
| Chichester Free School is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not ‘protected’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Chichester Free School’s privacy statement.  Do you have a DBS certificate? YES / NO Date of Check:  If yes, is it registered on the DBS update service? YES / NO  If you have lived or worked outside of the UK in the last 10 years, CFS will require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we will contact you for additional information in due course.  Have you lived or worked outside of the UK in the last 10 years? YES / NO |

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| Right to work in the UK |
| Are there any restrictions to you working in the UK? YES / NO  You are required to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. |

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| Declaration | | | |
| I certify that to the best of my knowledge, the information given in this application is factually correct and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action.  I suffer no legal impediment to taking up employment with Chichester Free School if so appointed and I accept that the discovery of any legal impediment after an appointment has been made may lead to my immediate dismissal.  I agree that in accordance with the Employment Practices Code and General Data Protection Regulation that any recruitment data collected on me from this process will be kept for a maximum of 6 months and will not be shared with any other organisation. | | | |
| Signature: |  | Date: |  |
| Print Name: |  | | |