|  |  |  |
| --- | --- | --- |
|  | |  | | --- | | FOR OFFICE USE    App Rcvd…………    Refs ………………    Refs Rcvd…………    Interview ………… | |

APPLICATION FORM FOR TEACHING POST

Please type or use black ink/ballpoint. Use Block letters.

|  |  |
| --- | --- |
| APPLICATION FOR POST OF |  |

PERSONAL DETAILS

|  |  |
| --- | --- |
| Name in full (Surname first) |  |
| Previous name(s)/maiden name |  |
| Home address or address at which you may be contacted if different  from home address |  |
| Telephone number (include all codes) and a mobile number if applicable |  |
| Email address |  |

PRESENT TEACHING POST (if applicable)

|  |  |
| --- | --- |
| Present Post (title) |  |
| Full Time or Part Time (FTE) |  |
| Scale Point/TLR allowance |  |
| Name of School |  |
| Address |  |
| Telephone Number |  |
| Number on Roll |  |
| Type of School |  |
| Age Range |  |
| Single gender or Mixed |  |
| Date appointed to present post |  |
| Age range taught |  |

TEACHING QUALIFICATIONS

|  |  |
| --- | --- |
| Teaching Qualifications |  |
| Date qualification awarded  (month & year) |  |
| Type of Teacher Training  (Secondary, Primary, Junior etc.) |  |
| Specialist Subject(s) |  |
| Date of completion of probation |  |

EDUCATION & TRAINING

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Names of Secondary Schools | Dates | | |  | | Qualifications Gained | | | | | |
|  | From | |  | To | | Subject | | Level | | Date | |
|  | |  |  | |  | |  | |  | |
| Names of Colleges/Universities | Dates | | |  | Full or  P/T | | Qualifications Gained | | | | |
|  | From | To | |  |  | | Title & Subject | | Class/  Grade | | Date |

|  |  |  |  |
| --- | --- | --- | --- |
| Membership of Professional Associations | |  |  |
| Professional Body | Status of Membership | Membership by exam? Yes/No | Since |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Courses attended over the last three years | |  |  |
| Title | Organising Body | Date (month & year) | Duration |
|  |  |  |  |

EMPLOYMENT HISTORY

Please provide a full history, detailing the reason for any gaps in employment.

PREVIOUS TEACHING POSTS HELD.

Please list in chronological order and be explicit about type of school at time post held.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of School, Address, type and whether single gender | No. on Roll | Post Title, Scale Point  F/T or P/T | Age Range Taught | Dates  (month/year) | |
|  | | | | From | To |
|  |  |  |  |  | |

NON TEACHING EMPLOYMENT

Please give details including dates of other employment or occupations including HM Forces and present post, if applicable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer | From | To | Position held and brief description of duties | Reason for leaving |
|  |  |  |  |  |

Outside Interests and Activities

|  |
| --- |
|  |

LETTER OF APPLICATION

Please include a letter of application on A4 size paper giving further information in support of your application.

You may wish to attach a copy of your CV, however, this application form must be completed in full.

Please indicate where you found details of this post:

e.g. TES, Echo, Target, LincLine, Horncastle News, School Website, Social Media.

BECAUSE OF THE NATURE OF THE WORK FOR WHICH YOU ARE APPLYING, THIS POST IS EXEMPT

FROM THE PROVISION OF SECTION 4(II) OF THE REHABILITATION OF OFFENDERS ACT, 1974 BY VIRTUE OF THE REHABILITATION OF OFFENDERS ACT (EXCEPTIONS) ORDER, 1975 AND YOU ARE THEREFORE NOT ENTITLED TO WITHOLD INFORMATION ABOUT CONVICTIONS WHICH FOR OTHER PURPOSES ARE "SPENT" UNDER THE PROVISIONS OF THE ACT AND, IN THE EVENT OF EMPLOYMENT, ANY FAILURE TO DISCLOSE SUCH CONVICTIONS COULD RESULT IN DISMISSAL OR DISCIPLINARY ACTION.

All appointments are subject to the satisfactory completion of a one year probationary period. This post will be subject to a full Disclosure and Barring Service (DBS) check.

As part of our interview process we routinely check to confirm identity, right to work in the UK and qualification evidence. If you are shortlisted, we will advise you which documents to bring with you.

DECLARATIONS

|  |  |
| --- | --- |
| Do you give consent for your previous employer(s) to disclose your attendance record during the past 12 months? | Yes  No  |
| If you have suffered from any medical condition which has affected (or might in future affect) your performance as teacher, please give details: | |
| Do you consider yourself to be disabled under the Equality Act 2010? Guidance for applicants with a disability can be found on our website. | Yes  No  |
| If you require adjustments for your interview, please detail them here: | |
| Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges?    If Yes please supply details        You will not be contracted to commence work until the disclosure record has been received and cleared. | Yes  No  |
| Even though you are required to disclose any ‘unspent’ criminal convictions in line with the Rehabilitation of Offenders Act 1974, we will not necessarily exclude you from employment if you have a criminal record. We will treat the information you provide as strictly confidential and we will only take this into account when the conviction is relevant.    Do you have any unspent convictions, cautions, reprimands or warnings?    If Yes please supply details | Yes  No  |
| Our shortlisting process includes carrying out a check with the Teaching Agency to ensure that you are registered with them. The check will also cover any disciplinary sanctions which may have been imposed by the Teaching Agency through their own disciplinary processes. In order for us to do so, please provide the following information which will be used solely for this purpose:    Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Do you have the right to work in the UK?  If appropriate, please state the expiry date of your right to work in the UK and/or your work permit.  *Note: You will be required to provide evidence of your right to work in the UK*  *if we make you an offer of employment.* | Yes  No     Expiry Date: |
| Are you a registered member of the DBS Update service through payment of an annual subscription? | Yes  No  |
| If Yes, do you give consent for us and/or our HR provider to carry out a Status Check on sight of your original certificate? | Yes  No  |
| To enable a Status Check to be carried out, please provide the following information: | |
| Applicants Surname (as shown on DBS Certificate): |  |
| DBS Certificate Number: |  |
| Update Service ID Number: |  |

REFEREES

References will normally be taken up from your present/last employer and if in education your Headteacher. If you are at present unemployed, one of your two referees should be your last employer; a person who knows you as a helper or volunteer. (If you have worked in an educational establishment this should be the Headteacher). Please include telephone numbers and e-mail addresses.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
|  |  |
|  |  |
| Telephone Number: | Telephone Number: |
| E-mail: | E-mail: |
| Status: | Status: |

References will be taken up after shortlisting and before interview.

May we contact your past/present employer if you are shortlisted? Yes  No 

Are you, to your knowledge, related to any employee, member, trustee or governor

at the school? Yes  No 

If ‘yes’ please declare:

|  |  |
| --- | --- |
| Their Name:  Position Held: | Relationship: |

APPLICANT’S STATEMENT

* I understand that canvassing, directly or indirectly, will result in being disqualified from the post.
* I declare that all the answers given are to the best of my belief true and correct.
* The information I have given on this form is true and accurate to the best of my knowledge.
* I have read, or had explained to me, and understand all the questions on this form.
* I understand that under legislation for the Disclosure and Barring Service, if offered the post I will be asked to agree to a check being made by the Disclosure & Barring Service about the existence and content of a criminal record. I am required to submit my DBS Disclosure within 10 days of receipt to the school.
* I understand that I will be required, if I am offered the post, to submit a pre-employment medical questionnaire.
* I understand that if offered the post, if I give any false information on this form it may lead to my dismissal.

Signed ................................................................. Date ........................................................

Please telephone the School Office if you require acknowledgement of receipt of your application.

Horncastle Education Trust is an equal opportunities employer. No applicant will be less favourably treated on the grounds of age, disability, race, sex (including sexual orientation and gender reassignment), religion, belief or marital status.

Horncastle Education Trust

West Street, Horncastle, Lincolnshire LN9 5AD

Tel: 01507 522465 [www.horncastleeducationtrust.org](http://www.horncastleeducationtrust.org/)