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|  | **Birkdale High School** |  | NQT |  |
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| **APPLICATION FOR EMPLOYMENT** TEACHING STAFF |
|  |  | | |
| **CONFIDENTIAL** |

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| **IMPORTANT NOTE:**  **A CURRICULUM VITAE (CV) MUST NOT BE SUBMITTED IN PLACE OF THIS APPROVED APPLICATION FORM** |
|  |
| FOR TEACHING APPOINTMENTS |

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| **1. POST DETAILS** |

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| POSITION APPLIED FOR: | POST REF NO. |
| DEPARTMENT: | |

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| **2. PERSONAL DETAILS** |

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| SURNAME: | | FORENAMES: | |
| ADDRESS: | | HOME ADDRESS (if different) | |
| N.I. NO. |  | GTC REF. NO.: | DFES REF. NO.: |
| DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK? YES  NO | | HOME TEL: | WORK TEL: |
| CONTACT PHONE NO. | | E-MAIL ADDRESS: | |

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| **3. EDUCATION AND TRAINING** |

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| --- | --- | --- | --- |
| SECONDARY EDUCATION | | | |
| SECONDARY SCHOOL(S) | DATES | | Examinations passed in all subjects (with grades and dates) including GCSE and ‘A’ Levels |
| FROM | TO |
|  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| UNIVERSITY OR COLLEGE ATTENDED | DATES | | DEGREE OR  CERTIFICATION OBTAINED  (If Degree state Honours and Class) | SUBJECT(S) | DATE OF AWARD |
| FROM | TO |
|  |  |  |  |  |  |
| AGE RANGE TRAINED TO TEACH: | | | |  |  |

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| --- | --- | --- | --- |
| **OTHER QUALIFICATIONS** | | | |
|  | | | |
| QUALIFICATION | AWARDING BODY | SUBJECT(S)  (incl. grades, if applicable) | DATE OF COURSE AND AWARD |
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| 4. EMPLOYMENT DETAILS |

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| PRESENT POSITION HELD: | | |
| NAME AND ADDRESS OF SCHOOL: | | TYPE (including whether single sex): |
| NO. ON SCHOOL ROLL: |
| EDUCATION AUTHORITY: | | LOCAL OFFICE (if applicable): |
| ADDRESS: | |  |
| DATE APPOINTED: |
| SCALE OF POST: | CURRENT SALARY: | EARLIEST COMMENCEMENT DATE: |

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| **PREVIOUS EMPLOYMENT AS A QUALIFIED TEACHER – MOST RECENT POST FIRST** |

PLEASE GIVE DETAILS OF TEACHING PRACTICE IF THIS IS AN APPLICATION FOR A FIRST TEACHING APPOINTMENT

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| --- | --- | --- | --- | --- |
| NAME AND ADDRESS  OF SCHOOL AND NAME  OF LEA, WHERE APPLICABLE | TYPE OF  SCHOOL AND  NO. ON ROLL | POSITION HELD  AND SCALE OF POST –  (FULL-TIME OR PART-TIME) | DATES  OF  EMPLOYMENT | REASON  FOR  LEAVING |
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| 5. IN-SERVICE COURSES ATTENDED DURING THE LAST THREE YEARS |

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| --- | --- | --- | --- | --- | --- |
| DATE | COURSE TITLE | | COURSE ORGANISER | | |
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| **6. EMPLOYMENT HISTORY OTHER THAN TEACHING** | | | | | |
|  | | | | | |
| NAME AND ADDRESS OF EMPLOYER | | NATURE OF EMPLOYMENT  (STATE WHETHER FULL-TIME OR PART-TIME) | | SCALE OF POST AND SALARY | DATES OF EMPLOYMENT |
|  | |  | |  |  |
|  | | | | | |
| **7. SALARY INFORMATION** | | | | | |
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| PLEASE GIVE DETAILS OF POINTS AWARDED ON BOTH A MANDATORY AND DISCRETIONARY BASIS | | | | | |

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| **MANDATORY** |  | **SCALE POINT** |
| QUALIFICATION |  |  |
| EXPERIENCE – (TEACHING) |  |  |
| UPPER PAY SPINE |  |  |
| ADVANCED SKILLS TEACHER |  |  |
|  |  |  |
| **DISCRETIONARY** |  |  |
| EXPERIENCE – (NON-TEACHING) |  |  |
|  |  |  |
| **ALLOWANCES** |  |  |
| RECRUITMENT & RETENTION |  |  |
| MANAGEMENT |  |  |
| SPECIAL NEEDS |  |  |
| TOTAL POINTS SCORE | |  |
| APPLICABLE FROM: | | |

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| **8. ADDITIONAL INFORMATION** |
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| THIS SHOULD TAKE THE FORM OF A LETTER OF APPLICATION (MAXIMUM 2 SIDES OF A4) |
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| Please give, on a separate sheet, your reasons for making this application relating your qualifications, experience and personal attributes to the position for which you are applying. You may also wish to outline your leisure and spare time interests. |

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| 9. REHABILITATION OF OFFENDERS ACT 1974 AND DISCLOSURE |

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| This post you are applying for is registered as exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as ‘spent’ under this Act, and any convictions or bind-overs.  Please disclose any convictions under separate cover. Please indicate in the box below and attach the details in an envelope stapled to this form. The envelope must state your name and the details of the post.  I have attached details of my convictions separately.  As this position is classed as ‘regulated’ under the Criminal Justice and Court Services Act 1997, Birkdale High School is entitled to check with the CRB for the existence and content of any criminal record.  Any information will be treated in the strictest of confidence and will be only taken into account in relation to an application where the exemption exists. The disclosure of a criminal record or other information will not necessarily mean unsuitability for employment. All cases will be examined on an individual basis and given full and fair consideration.  It is a criminal offence to apply for a post that you have been disbarred, in law, from applying for. |

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| 10. REFEREES |

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| **PLEASE ENTER THE NAME, ADDRESS, POSITION, TELEPHONE NUMBER AND EMAIL ADDRESS OF 2 REFEREES. REFEREES SHOULD BE YOUR PRESENT/MOST RECENT AND PREVIOUS EMPLOYERS, WHEREVER POSSIBLE.** | |
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| MAY THIS REFEREE BE CONTACTED WITHOUT FURTHER AUTHORITY FROM YOU? YES  NO | MAY THIS REFEREE BE CONTACTED WITHOUT FURTHER AUTHORITY FROM YOU? YES  NO |

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| 11. DECLARATION |

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| I DECLARE THAT THE INFORMATION GIVEN ON THIS FORM IS, TO THE BEST OF MY KNOWLEDGE, CORRECT. I UNDERSTAND THAT CANVASSING, EITHER DIRECTLY OR INDIRECTLY, OF ANY GOVERNOR OR EMPLOYEE OF BIRKDALE HIGH SCHOOL OR THE GIVING OF FALSE OR MISLEADING INFORMATION, MAY LEAD TO DISQUALIFICATION AND, IF APPOINTED, MAY LEAD TO MY DISMISSAL.  SIGNED: DATE:  ***If you return this form by email (without signature) you are deemed to have accepted the above declaration****.* |

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| PLEASE RETURN COMPLETED FORM TO:  CHAIR OF GOVERNORS  BIRKDALE HIGH SCHOOL  WINDY HARBOUR ROAD  SOUTHPORT PR8 3DT OR VIA EMAIL TO: recruitment@birkdalehigh.co.uk  CLOSING DATE:  Birkdale High School is a Limited Company registered in England and Wales.  Company Registration No 07695504  Registered office address:  Windy Harbour Road,  Birkdale, Southport PR8 3DT |