**Confidential**

**Teacher Job Application Form**

**Part 1**

**Please complete all sections of the form using black ink or type.**

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached prior to shortlisting. This ensures that your application is dealt with objectively. The application form must be fully completed, and **CVs will not be considered**.

**Data Protection Act**

Information from this form will be processed in accordance with the Data Protection Act. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Ivy Bank Primary School in accordance with the Act.

**Vacancy Information**

|  |
| --- |
| Application for the post of |

**Personal Details**

First Name:       Known as:

Surname:       NI Number:

Preferred Title:       Previous Surname(s):

Address for correspondence:

Post Code:

Teacher Reference Number:

Are you applying for this vacancy as a job sharer?: **Yes**  **No**

**Contact Details**

Mobile:       Home:       Work:

E-mail address:

**References**

|  |  |
| --- | --- |
| Please give the names of two persons who are able to comment on your suitability for this post.  One must be your present or last head teacher or employer\*. (For applications for headteacher posts a reference will be sought from your present local authority or employer). The employing body reserves the right to seek any further references it deems appropriate.  **Please let your referees know that you have quoted them as a referee and to expect a request for a reference should you be shortlisted.** | |
| **Present/most recent employer\***  Name:  Relationship to Applicant:  Address:  Post Code:  Business Phone No:  Home Phone No:  E-mail: | **Previous employer/other**  Name:  Relationship to Applicant:  Address:  Post Code:  Business Phone No:  Home Phone No:  E-mail: |
| If the referee knows you by a different last name please state:    \*If you have not previously been employed, please provide details of another referee. | |
| A reference will normally be taken up from your present/previous employer. Please tick the box if you do **not** want us to contact your referees without your prior agreement. However, if this job is working within Children's Services all references will be taken up prior to interview.  My present/most recent employer  My previous employer/other referee | |

**Recruitment Monitoring**

Please indicate where you **first** saw the advertisement for this vacancy (if a newspaper, please state which one):

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**Part 2**

This section of form to be detached prior to short listing.

Application for the post of:

First Name:       Surname:

**Educational Attainment**

Training and Professional Qualifications since leaving school. Please note that you will be required to produce relevant evidence of qualifications attained.

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Full name and town of college / university | Qualifications gained (including grades) or for which you are studying |
| Month & Year | |
|  |  |  |  |

**Driving License Details**

Do you have a valid driving license? Yes  No

If yes, please state type of licence

Does your licence have any endorsements or penalty points? Yes  No

If yes, please give details

**Current Employment Details**

Title of present/most recent post:

Name, address and type of school/establishment:

Telephone No:

|  |  |
| --- | --- |
| Name of LA/employing body: | |
| Date appointed: | Date left: |
| Age range taught: | Number on roll: |
| Permanent/temporary: | Part/full time: |
| Salary details (please given details of all allowances) : | |
| Current salary: | Spinal Point: |

**Previous Employment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title of post/type of experience | Name and address of employer | Numbers on roll | Age range taught | Dates of employment | |
| From | To |
|  |  |  |  |  |  |

**In-Service Education**

Please give details of In-Service Education relevant to your application and undertaken in the last three years.

**As a participant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates of course | | Length of course | Course title | Qualification obtained and date of award | Course provider |
| From | To |
|  |  |  |  |  |  |

**As a Course Leader**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates of course | | Length of course | Course title and brief outline of your contribution |
| From | To |
|  |  |  |  |

**Additional Teaching Skills and Special Interests**

Please list additional teaching skills and special interests relevant to this application.

|  |
| --- |
|  |

**Supporting information**

Please use the section below to explain why you are applying for the job; concentrating on how your experience, training and personal qualities match the requirements of the job description and person specification. Please continue on a separate piece of paper if necessary.

**Relationships to employees**

If you have any personal relationship to any employee of Ivy Bank Primary School, please give their name and relationship. This does not stop an employee giving a reference. (Any approach to employees to influence a selection decision will disqualify you).

If Employee: Name

Relationship

**Diversity**

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

|  |
| --- |
| **The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:**  **Gender:** Male  Female  **Marital Status:** Married  Civil Partnership  Single  **Date of Birth**:       **Age**:  Please indicate your ethnic origin  **White: Mixed: Asian**  White British  Mixed White/Black Caribbean  Indian  White Irish  Mixed White/Black African  Pakistani  Any other White  Mixed White/Asian  Bangladeshi  Other Mixed  Other Asian  **Black or Black British: Other:**  Black Caribbean  Chinese  Black African  Gypsy/Traveller  Other Black  Other  **Nationality** ( Please State)  How would you define your sexual orientation?  Bisexual  Gay  Heterosexual  Lesbian  Prefer not to say  What is your religious belief?  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  No religion  Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say |

**Disability**

The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.

**Do you consider yourself to have a disability? Yes**  **No**

**Disclosure and Barring Service Check**

Successful applicants will be required to apply for an enhanced Disclosure and Barring Service Check (DBS).

Further information about the Disclosure process can be found at www.disclosure.gov.uk

I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed: |  | Print Name: |  | Date: |  |