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**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 and The Aspire Educational Trust 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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**Teacher Job Application Form**

**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 | |
|  |  |  |  |

**Please note that you will be required to produce relevant evidence of qualifications attained.**

**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** (Please enter most recent first and explain any gaps in your 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 Member, Trustee, Member of a Committee, Panel or other group or employee of The Aspire Educational Trust or Local Governor of the Academy, please give their name and relationship. This does not stop a Member, Trustee or employee giving a reference. (Any approach to employees to influence a selection decision will disqualify you).

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  Not Married  Other  **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) |

**General Teaching Council (GTC)**

Have you been referred to the GTC on misconduct grounds and/or are subject to a reprimand and/or a conditional registration order?

**Yes**  **No**

If yes, please state:

**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**

**The Rehabilitation of Offenders Act**

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction\*.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions\*, do not apply. You must, therefore, disclose whether you have any previous convictions\*, whether or not they are spent.

Should you identify that you have a criminal conviction\*, this will be discussed in confidence at interview. However you should note that only convictions\* that are relevant to the job in question will be taken into account.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?

**Yes**  **No**

**Please Note before Completing**

Certain spent convictions\* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link; please read before completing this question: <http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf>

\*including cautions, reprimands or warnings

If yes please give further information:

If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. If between the completion of this application form and taking up a job within The Aspire Educational Trust, you are convicted of a criminal offence you must inform the Aspire Educational Trust, of this.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

**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: |  |