APPLICATION FORM

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| --- | --- | --- | --- | --- | --- | --- |
| **Details of Post Applied For:** | | | | | | |
| Position Applied For: | |  | | | | |
| **Personal Details:** | | | | | | |
| Title: |  | | | Last Name: |  | |
| First Name: |  | | | Middle Name: |  | |
| Address details: | |  | | | | |
| Contact Number: | |  | | | | |
| Email Address: | |  | | | | |
| National Insurance Number: | |  | | | | |
| United Kingdom right to work: | |  | | | | |
| **The below section is only to be completed by teaching staff:** | | | | | | |
| DfE/TRN Registration No: | |  | Are you a Newly  Qualified Teacher (NQT) | | |  |
| Do you hold Qualified  Teacher Status (QTS)? | |  | Date it was awarded: | | |  |
| Certificate Number: | |  | Route by which you  obtained it: | | |  |
| Have you completed a  period of induction  where this was required  by DfE? | |  | Date of completion: | | |  |
| Do you hold Qualified  Teacher Status Learning and skills (QTLS)? | |  | Date it was awarded: | | |  |
| Certificate Number: | |  | Route by which you  obtained it: | | |  |
| Have you completed a  period of induction  where this was required  by DfE? | |  | Date of completion: | | |  |

Please confirm your employment details covering the last 5 years, starting with your most recent employment.

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| **Most recent employment:** | | | | |
| Title of post: | |  | | |
| From: |  | | To: |  |
| Responsibilities and achievements: | |  | | |
| Employer Name: | |  | | |
| Employer address details: | |  | | |
| Name of local authority (if applicable): | |  | | |
| Salary: | |  | | |
| Notice period: | |  | | |
| Reason for Leaving: | |  | | |
| Referee name: | |  | | |
| Referee email address: | |  | | |
| May we contact your referee prior to interview? | |  | | |
| **Previous employment:** | | | | |
| Title of post: | |  | | |
| From: |  | | To: |  |
| Responsibilities and achievements: | |  | | |
| Employer Name: | |  | | |
| Employer address details: | |  | | |
| Name of local authority (if applicable): | |  | | |
| Salary: | |  | | |
| Reason for Leaving: | |  | | |
| Referee name: | |  | | |
| Referee email address: | |  | | |
| May we contact your referee prior to interview? | |  | | |
| **Previous employment:** | | | | |
| Title of post: | |  | | |
| From: |  | | To: |  |
| Responsibilities and achievements: | |  | | |
| Employer Name: | |  | | |
| Employer address details: | |  | | |
| Name of local authority (if applicable): | |  | | |
| Salary: | |  | | |
| Reason for Leaving: | |  | | |
| Referee name: | |  | | |
| Referee email address: | |  | | |
| May we contact your referee prior to interview? | |  | | |

Continue employment history on another sheet if applicable.

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| **Gaps in employment:**  Please outline any periods wherein you may have gaps in employments | | | | | | | | |
| From: |  | | | To: | | |  | |
| Reason: |  | | | | | | | |
| **Education and Qualifications:** | | | | | | | | |
| Name qualification: |  | | | Subject(s): |  | | | |
| Name of institution: |  | | | Grade: |  | | | |
| From: |  | | | To: |  | | | |
| Name qualification: |  | | | Subject(s): |  | | | |
| Name of institution: |  | | | Grade: |  | | | |
| From: |  | | | To: |  | | | |
| Name qualification: |  | | | Subject(s): |  | | | |
| Name of institution: |  | | | Grade: |  | | | |
| From: |  | | | To: |  | | | |
| From: |  | | | To: |  | | | |
| Name qualification: |  | | | Subject(s): |  | | | |
| Name of institution: |  | | | Grade: |  | | | |
| From: |  | | | To: |  | | | |
| **Professional development.** Please outline any other relevant courses / professional development you may feel is relevant: | | | | | | | | |
| Name of course / qualification: |  | | | Subject(s): |  | | | |
| Name of institution: |  | | | Grade: |  | | | |
| From: |  | | | To: |  | | | |
| **Professional membership bodies** (where applicable): | | | | | | | | |
| Name of professional body: |  | | Membership status: | | |  | | |
| Member number: |  | | Renewal date: | | |  | | |
| **Supporting statement:**  You have the option to provide further information to support your application. Please outline any experience, knowledge or skills you have, in addition to your employment history that would support your application. Please refer to the person specification for the post when completing this section. | | | | | | | | |
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| **Declarations of criminal convictions:**  This post exempt from the Rehabilitation of Offenders Act 1974. If you are appointed you will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check. You are required to declare any unspent convictions, cautions, warnings and bindovers you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment: this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you not declare any of the above and this is subsequently revealed, e.g. through the DBS check then this may place your appointment in jeopardy. | | | | | | | | |
| Do you have any unspent convictions, cautions, warnings or bind­overs that are not “protected” as defined by the Rehabilitation of Offenders act 1974 (Exceptions) Order 1975 (as amended in 2013) and/or are you the subject of a current police investigation or have criminal proceedings pending against you? | | | | | | | |  |
| Are you on the Children’s Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. National College for teaching & Leadership (NCTL))? | | | | | | | |  |
| *It is a criminal offence for barred individuals to seek, or to undertake, work with children. If you have answered ‘YES’ to either of the above and are called to interview, please provide further details on a separate sheet in a sealed envelope marked ‘CONFIDENTIAL’.* | | | | | | | | |
| **Declarations of relationships:** | | | | | | | | |
| Are you related to or have a close personal relationship with any elected member or senior officer of the Local authority, County Council or Group Board or a member of staff or governor of the appointing establishment? | | | | | | | |  |
| If yes, please provide his/her name and role, and state your relationship: | | | | | | | |  |
| I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my appointment being rejected or in the event of employment being obtained, may result in disciplinary action being taken up to and including summary dismissal. It could also result in a referral to the police. I understand my application form will be retained on file and give my consent for the personal data supplied to be used for the purposes of recruitment and selection. | | | | | | | |  |
| **Equality Act 2010:**  The Equality Act 2010 protects people with disabilities from unlawful discrimination. If you tell us that you have a disability we will make reasonable adjustments to your working environment and to your work arrangements and practices, if it is reasonable for us to do so. | | | | | | | | |
| Do you consider yourself to have a disability? | |  | | | | | | |
| If yes, please describe your disability: | |  | | | | | | |
| If you are invited to an interview and you believe that we should make reasonable adjustments for you please describe what will be required: | |  | | | | | | |
| **General Data Protection Regulations 2018**  Please contact the employing organisation to view their privacy notice in line with the new General Data Protection Regulations 2018. Please note that the employing organisation are responsible for providing this to you at the point of you submitting your application form. | | | | | | | | |
| **Declaration of information:** | | | | | | | | |
| I declare that the information given in this form and any other accompanying documents is true and correct, and I understand that any omissions or false statements on this form may justify my dismissal from the employing organisations service.  Applicant signature:  Date: | | | | | | | | |