



Part B - Application for Teaching or Leadership Posts

Please complete in black ink or type. If you are hand writing your application, please ensure that your writing is legible and attach additional sheets if necessary – making sure that your personal reference number (see below) is shown on each separate sheet.

FOR OFFICE USE:

Invited for interview? YES / NO

Offered post? YES / NO

Confidential

The information you provide on this form will be used for recruitment & selection, employment contract, and equal opportunities monitoring purposes.

Personal Reference Number: so that we can identify the two parts of your application through out 'blind shortlisting' process, please create a personal reference number. An example is given to help you.

Guide	Initial of your first name	Initial of your last name	Day (from date of birth)	Month (from date of birth)
Example	J	C	30	09
Your details here:				

Academy applied to:	
Post applied to (including reference number if applicable):	

If selected for interview, are there any dates when it would be impossible for you to attend?	
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Qualified Teacher Status

If you are a Qualified Teacher you must complete this section even if you are not applying for a teaching post.

Please give the full title of your QTS qualification:

Have you fully completed your induction as a newly qualified teacher in the UK?

Yes [☐] Date completed:

No [☐] If no, please give details of outstanding induction period OR exemptions from serving statutory induction period:

DfE registered
teacher number:

Date of recognition
as a qualified
teacher (QTS):

Use this space if you would like to add any further detail:

Leadership posts: please give details of any National Professional Qualification programme you hold (including date awarded) or have secured, and/or alternative leadership qualification:

For posts in secondary academies only:

Main teaching subjects offered

Additional teaching subjects offered

Employment History

Current or last employment			
Job Title:		Employer:	
Current Salary:		Address:	
Current scale point (<i>if applicable</i>):			
Allowances (<i>if applicable</i>):		Type and size of school (inc. age range & number on roll):	
Full or part time?		Local Authority:	
Employed from:		Employed to:	
Please give a brief description of current duties, responsibilities and achievements			

Previous employment

Please list all previous employment in date order, starting with the most recent. Please include any breaks in employment.

Dates (mm/yyyy)		Name of Employer (please state Local Authority if a teaching post, and number on roll of school)	Job Title (& brief details of responsibilities if non-teaching)	FT / PT			Reason for leaving
From	To				Grade of post	Age range / Key Stage	

Education

Successful applicants will be required to provide proof of qualifications, and Co-op Academies Trust reserves the right to approach any number of education providers to verify the qualifications stated.

Please give details of Secondary, Further and Higher Education including any 'A' Levels or equivalent vocational courses				
Dates (mm/yyyy)		Full name of School, College or other Institution	Qualifications obtained and Grade/Level (include name of Awarding Body for Higher Education)	Full or Part time
From	To			

Please give details of any other professional or vocational qualifications you hold that are relevant to your application.		
Dates obtained	Qualifications obtained and Grade/Level	Name of Awarding Body

Other continuing professional development or in-service training undertaken in the last three years which is relevant to your application		
Subject	Provider	Dates Attended

Please explain how the CPD you have undertaken recently has (1) made a difference to your performance in your current role and (2) prepared you for the post you are applying to:

Membership of professional institutes and societies	
Institute	Level and method of membership

If there are any gaps in your employment or education history which are not included above, please explain them here

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<p>The standard notice periods for teachers as outlined in the “Burgundy Book” are:</p> <ul style="list-style-type: none"> • For appointment to terminate at the end of the Spring Term, notice to be given by the last day of February (last day of January for Headteachers) • For appointment to terminate at the end of the Summer Term, notice to be given by 31 May (30 April for Headteachers) • For appointment to terminate at the end of the Autumn Term, notice to be given by 31 October (30 September for Headteachers) 	<p>If your notice period is different to those outlined opposite, please give details of your notice period below:</p>
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<p>Additional information in support of this application</p> <p>This is your opportunity to tell us about yourself and why you are applying for a post with Co-op Academies Trust, and our academy in particular. Please refer to the job description, and describe what particular experience, skills and abilities you can bring to this job, gained through either work, education, home or voluntary activities. You may also use this space to provide any other information you wish, including any interests or unpaid activity.</p> <p>If applying for Headteacher / Principal role, please make reference to the National Standards for Headteachers published in January 2015 and ensure that you have given examples of your achievements and expertise in each of the four domains. Applicants to other leadership roles, such as Deputy Headteacher and Vice Principal may also wish to use these standards as a reference point when making their application.</p> <p>https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers</p> <p>Please do not exceed 1500 words.</p>
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