



Moat Farm
Junior School

Teaching Staff Application Form

Please note that CVs cannot be accepted. Please complete **all sections** of this form as appropriate, and for ease of photocopying complete in **type** or **dark ink** and use **block capitals**. Please note sections 1 & 2 of this application form will be removed prior to short listing.

Post applied for: _____

Section 1: Personal details

Title: _____ Last name: _____

First name(s): _____ Former names: _____

Home address: _____ Term address (if different): _____

Post code: _____ Post code: _____

Day/Work telephone: _____ Mobile telephone: _____

E-mail address: _____ Home telephone: _____

GTC Registration Date: _____ DCSF number: _____

Date of Birth: _____ NI number: _____

Section 2: Equal opportunities

Moat Farm Junior School is committed to ensuring equality of opportunity. Your application will be considered on your ability ONLY. The information requested below will be treated confidentially and will ONLY be used to monitor the School practices. If you fail to complete this page fully, your application will not be accepted.

Gender (please tick)

Male

Female

Ethnicity

Asian or Asian British
(Please tick)

Indian

Sikh

Pakistani

Bangladeshi

Any other Asian background

Black or Black British
(Please tick)

Caribbean

African

Any other Black background

Chinese, Yemini or Other ethnic group
(Please tick)

Chinese

Yemini

Other

Mixed
(Please tick)

White & Black Caribbean

White and Black African

White & Asian

Any other mixed background

White
(Please tick)

British

Irish

European

Any other White background

If, to your knowledge you are related to any Moat Farm School Employee, please give details.

Disability

Do you have or have you had in the past, any disability activities? (Please tick) which makes it difficult for you to carry out normal day to day

If YES, please provide details of your disability: Yes No

Do you have the legal right to live and work in the UK? Yes No

How did you learn about the vacancy? Please state:

Section 3: Teaching qualifications

I.T.T. Provider (University, School, etc)

Course Undertaken to Obtain QTS

Age group specialism (tick as appropriate)

Nursery

Key Stage 1

Reception

Key Stage 2

Special

Key Stage 3

Key Stage 4

Subject Specialisms

Year Group(s) Preferred

Section 4: Education details

School/College/University (name & address)	Subjects	Level (i.e. A-Level, Degree etc)	Grade	Date Gained

Continue over

School/College/University (name & address)	Subjects	Level (i.e. A-Level, Degree etc)	Grade	Date Gained

Section 5: Details of further training

(Please list any training you have received)

Section 6: Employment details

Please complete the following, starting with your current employment and include all employment including non-teaching experience. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18. Failure to provide the correct and accurate information may result in an incorrect salary assessment. If you have passed threshold you will need to supply a copy of your Letter of Confirmation with this form.

Present Employment

Present Job Title _____

Date Appointed Job _____

Current Salary £ _____ Point on Scale _____ Allowances _____

Part Time/Job Share _____ Yes No Notice Required _____

Name of School/College/Employer _____

Type of School (e.g. Primary, Secondary) _____

Address _____

Telephone Number _____ LEA (if applicable) _____

Key Responsibilities _____

Section 6: Employment details continued

Previous Employment

Name of employer	Position	Reason for leaving	Dates employed

Section 7: Supporting information

(Please continue on separate sheet if necessary)

Section 8: Convictions

Please complete the following, Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSON UNDER THE AGE OF 18.

The rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, including cautions, for any offences (not just those involving children) which for other purposes are 'spent' under the provisions of the Act. You must disclose in this section any previous convictions.

Failure to disclose an previous convictions (including cautions) could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Date	Type of offence	Sentence/Fine imposed	Comments

Section 9: References

Please provide the names, addresses and occupations of two referees (one of whom must be your present or most recent employer) who are willing to support your application.

Name:

Name:

Address:

Address:

Post Code:

Post Code:

Telephone number:

Telephone number:

E-mail address:

E-mail address:

Section 10: Data protection

This information collected in the form will be used in compliance with the Data Protection Act 1998. The Information is being collected by the Personnel Team for the purpose of administering the employment and training of employees of Moat Farm Junior School. The information may be disclosed, as appropriate, within the school, to Governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Children Families and Schools, pension providers and relevant statutory bodies. You may also note that because we have a duty to protect public funds we handle, we might need to use information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

Section 11: Certification

I certify that to the best of my belief, the information I have provided is true, and I understand that any false information or failure to disclose any criminal convictions will, in the event of employment, result in disciplinary investigation, and is likely to result in dismissal.

I give my permission for my name and contact details to be provided to the recognised Trade Unions in Sandwell (please tick as applicable).

Yes No

I give my permission for my service and salary details to be accessed by other local education authorities (please tick as applicable).

Yes No

Signed:

Date:

N.B. Canvassing for this appointment will disqualify.

