CONFIDENTIAL APPLICATION NUMBER



**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** Indian

(Please tick)

Sikh Pakistani Bangladeshi

Any other Asian background

**Black or Black British** Caribbean

(Please tick)

African

Any other Black background

**Chinese, Yemini or** Chinese

**Other ethnic group**

(Please tick) Yemini

Other

**Mixed** White & Black

(Please tick) Caribbean

White and Black

African

White & Asian

Any other mixed background

**White** British

(Please tick)

Irish

European

Any other White

background

If, to your knowledge you are related to any Moat Farm

School Employee, please give details.

which makes it difficult for you to carry out normal day to day

Yes No

Yes No

Disability

Do you have or have you had in the past, any disability activities? (Please tick)

If YES, please provide details of your disability:

Do you have the legal right to live and work in the UK?

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

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

Yes No

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

Section 9: Health

How many periods of absence have you had during the last 3 terms? How many working days has this amounted to in total?

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).

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

Yes No

Yes No

Signed:

Date:

N.B. Canvassing for this appointment will disqualify.