



Teaching Application Form

Personal Details

Preferred Title:

Title: (Please Circle)

Miss	Mr	Mrs	Ms	Mx	Other
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Other Title:	
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First Name(s):	
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Surname:	
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Address:	
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Town or City:	
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County:	
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Postcode:	
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Country:	
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Daytime Phone Number:	
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Evening Phone Number:	
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Email Address:	
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NI Number:	
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Teachers Only - Teacher Reference Number (previously known as DfES or GTC Number):	
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Date of Birth:	___/___/____ (DD/MM/YYYY)
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Please state the keystage(s) you would prefer to teach?	
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Do you currently hold QTS? (Please Circle)	Yes	No
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If so please state the date of the QTS award and whether you have completed or partly completed your induction year

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Are you an internal candidate currently employed by the employer?

Internal applicant: (Please Circle)	Yes	No
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Employment History

Please list ALL employment history since leaving school, including non education based roles.

If you are applying as a NQT, please list your teaching practices in this section.

The system will automatically rearrange your entries into date order.

If currently employed, please indicate a known leaving date, or if unknown enter today's date.

Please explain any gaps in employment of three or more months.

In addition to your employment history, please list any work undertaken, voluntary or otherwise, which involved working with children or young people.

Do you have employment history entries?

If yes, please add entries by clicking on the purple “add another” button on the left. (Please Circle)	Yes No
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[If required, please print and attach multiple copies of this section]

Date From:	___/___/____ (DD/MM/YYYY)
Employer Name:	

Address:	
Town or City:	
County:	

Postcode:	
Country:	

Job Title:	
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Duties & Responsibilities:	
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Reason for Leaving:	
Number on roll:	
Boys/Girls/Mixed:	

School Age Range:		
Year groups Taught:		
Salary Details including details of additional payments and allowances:		
Date From:		___/___/___ (DD/MM/YYYY)
Employer Name:		
Address:		
Town or City:		
County:		
Postcode:		
Country:		
Job Title:		
Duties and Responsibilities:		
Reason for Leaving:		
Number on roll:		
Boys/Girls/Mixed:		
School Age Range:		
Year groups Taught:		
Salary Details including details of additional payments and allowances:		

Education & Qualifications

[If required, please print and attach multiple copies of this section]

Please click the 'Add another' button to enter details of your Education & Qualifications

Name of School / College / University	

Qualifications and Grades:	
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Date attained:	___/___/___ (DD/MM/YYYY)
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Attended From:	___/___/___ (DD/MM/YYYY)
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Attended To:	___/___/___ (DD/MM/YYYY)
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Name of School / College / University	
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Qualifications and Grades:	
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Date attained:	___/___/___ (DD/MM/YYYY)
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Attended From:	___/___/___ (DD/MM/YYYY)
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Attended To:	___/___/___ (DD/MM/YYYY)
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Do you have education and qualifications entries

If yes, please add entries by clicking on the purple “add another” button on the left. (Please Circle)	Yes	No
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Continued Professional Development

Please click 'Add another Course' below to provide details.

Please list any relevant CPD, formal or otherwise.

[If required, please print and attach multiple copies of this section]

Course	
Name of training institution:	
Brief description and details of award if applicable:	
Date attained:	___/___/___ (DD/MM/YYYY)
Attended From:	___/___/___ (DD/MM/YYYY)
Attended To:	___/___/___ (DD/MM/YYYY)
Course	
Name of training institution:	
Brief description and details of award if applicable:	
Date attained:	___/___/___ (DD/MM/YYYY)
Attended From:	___/___/___ (DD/MM/YYYY)
Attended To:	___/___/___ (DD/MM/YYYY)

Application Questions

Refer to the job description and each point in the person specification , focusing on the essential criteria. In all situations it is advisable to give as much information as you can about why you think you are suitable for the job, giving clear examples of your experience to demonstrate your capabilities.

[illegible]

References

Please give the names and contact details of at least two professional referees covering a period of at least five years.

*One of which should be your current or most recent employer. **For NQT's one referee must be from your most recent teaching practice school.***

*Please note, in accordance with our Safer Recruitment processes, the right is reserved to contact any organisation detailed on the application form. To discuss this please contact the recruiting organisation directly. **For teachers in their first three years of teaching, including NQTs, please include referee details from your teacher training institution.***

[If required, please print and attach multiple copies of this section]

Reference 1

Name:	
Position Held:	
Name of Organisation:	
Address:	
Town:	
County:	
Postcode:	
Country:	
Telephone:	
Email:	
In what capacity does the referee know you?:	

Reference 2

Name:	
Position Held:	
Name of Organisation:	
Address:	

Town:	
County:	
Postcode:	
Country:	
Telephone:	
Email:	
In what capacity does the referee know you?:	

Other Details

The Equality Act 2010 states "A person has a disability if they have a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities"

Do you consider yourself to have a disability?

(Please Circle)

Yes	No	Prefer not to say
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If you are invited for an interview, please give details of any special arrangements that you require.

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Relationship

Are you related to or personally know any employee or governor/director at this organisation?

(Please Circle)	Yes	No
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If yes, please detail here:	
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Do you have any business, financial and/or political interests which might conflict with the duties or responsibilities of this post? If so, please give details.

(Please Circle)	Yes	No
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If yes, please detail here:	
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Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see: www.nacro.org.uk

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Equal Opportunities

Monitoring of Job Applicants

The organisation is striving towards equality of opportunity in its employment practices and selection procedures. An Equality and Diversity Policy has been approved and is outlined below for you to retain if you so wish. To help us to find out how far we are succeeding in providing equal access to jobs in the organisation, we need the information detailed below. You are, therefore, requested to complete the monitoring information and return it with your application.

Equal Opportunities Policy Statement

As a major employer, the organisation is taking positive steps to eliminate discrimination, and to redress imbalances, in order to provide genuine equality of opportunity at all levels within the organisation.

The organisation aims to treat all employees with dignity and respect and provide a working environment free from discrimination and harassment.

Every possible step will be taken to ensure that employees and job applicants are treated equally and fairly and that decisions on recruitment, selection, training and promotion are based on agreed criteria. In particular, no applicant or employee will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job, or which constitute indirect unfair discrimination.

The organisation believes that it is in the Authority's interests and those who work for it to be committed to the use, development and retention of the full range of skills and talents of its employees, and will work to provide an employment environment in which everyone has the opportunity to contribute and develop.

Employees will be involved in the regular reviewing and monitoring of the Equality and Diversity Policy to ensure its relevance and effectiveness.

Ethnic Origin

I would describe myself as (please select the appropriate entry from the drop down list provided):

Ethnic Origin: (Please Circle)

Asian Bangladeshi
Asian Indian
Asian Nepali
Asian Other
Asian Pakistani
Asian Chinese
Asian Filipino
Arab
Black African
Black Caribbean
Black Other
Gypsy/Irish Traveller

Mixed Other
Mixed: White & Asian
Mixed: White & Black African
Mixed: White & Black Caribbean
White English/Welsh/Scottish/Northern Irish/British
White Irish
White Other
Other Ethnic Group
Prefer Not To Say

Age Group

Age Group: (Please Circle)

16-20	21-25	26-35	36-45	46-55	56-59	60 and over
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Faith/Religion

Faith/Religion: (Please Circle)

Buddhist	Christian	Hindu	Jewish	Muslim
	Sikh	None	Other	Prefer Not To Say

Gender

Please select the appropriate entry from the drop down list provided

Gender: (Please Circle)

Female	Male	Prefer not to say
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Gender Identity

Is your gender identity:

Please select (Please Circle)

Same as birth	Different from birth	Prefer not to say
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Sexual Orientation

Which of the following best represents your sexual orientation?

Sexual Orientation: (Please Circle)

Bisexual	Homosexual/Gay	Heterosexual/Straight	Prefer Not To Say
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Review Application Form

By ticking this box I declare that all the information set out in this application form is ☐ complete and accurate and I understand that any offer of employment is subject to: a) References which are satisfactory b) A satisfactory DBS certificate and check of the Barred list c) The entries on this form proving to be complete and accurate and d) A satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. I understand that false information may render me liable for dismissal if I am appointed.

By ticking this box and submitting this form I consent to the processing of personal ☐ data relating to me for the purposes of managing my application, provided that such processing is in accordance with the GDPR 2016 and Data Protection Act 2018.

Signature_____

Date_____