

**TEACHER APPLICATION FORM**

<b>SCHOOL:</b>	
<b>POST APPLIED FOR:</b>	
<b>Where did you see this post advertised?</b>	

Please complete this form clearly in **black ink or typescript**. Please **do not** include a separate curriculum vitae. Please continue on a separate page if needed and indicate any continuation on this form.

**1 PERSONAL DETAILS**

<b>Surname:</b>		<b>First name:</b>	
<b>Previous surname:</b>		<b>Any other previous name changes:</b>	
<b>Title:</b>		<b>NI number:</b>	
<b>Teacher no:</b>			
<b>Home address:</b>			
<b>Postcode:</b>		<b>Email:</b>	
<b>Telephone number:</b>		<b>Mobile number:</b>	

**2 EDUCATION & QUALIFICATIONS**

Do you have Qualified Teacher Status (QTS)?      YES/NO  
Have you

**If you are currently undertaking Teacher Training complete 2 and 3 and then go straight to number 7.**

Please give details of secondary and further education including any "A" levels or equivalent vocational courses below:

<b>Dates attended from (mm/yyyy)</b>	<b>To (mm/yyyy)</b>	<b>Name of school/college/other institution</b>	<b>Qualifications obtained and grade/level</b>

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Please give any details of any higher education and equivalent courses below. Include any courses that you have not yet completed unless these are related to Initial Teacher training.  
 If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

Dates attended from (mm/yyyy)	To (mm/yyyy)	Name of university/other institution	Qualifications obtained and grade/level	Name of awarding body

### 3 LIST ANY OTHER RELEVANT TRAINING UNDERTAKEN

Please give details of any other professional or vocational qualifications you hold that are relevant to your application.

Dates obtained	Qualification and grade/level obtained	Name of awarding body

### 4 CURRENT EMPLOYMENT

Employer	Name & type of School	No. on roll	Age group(s) taught	Job title	From	To
					D/M/Y	D/M/Y
Current salary						
Reason for leaving						

### 5 ADDITIONAL ALLOWANCES

SAFEGUARDED ALLOWANCE	TLR	SEN	Recruitment & retention

## 6 PREVIOUS TEACHING EXPERIENCE

Employer	Name & type of school	No. on roll	Age group(s) taught	Job title	From	To
					D/M/Y	D/M/Y
Reason for leaving						
Reason for leaving						
Reason for leaving						
Reason for leaving						
Reason for leaving						

## 7 TEACHER TRAINING

This section should only be completed if you are currently undertaking teacher training

**Name and address of College/University:**

**Course of study:**

BEEd		BA/BSc		PGCE		School Direct	
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**Date when you gain Qualified Teacher Status (QTS):**

## 8 TEACHING EXPERIENCE

This section should only be completed if you are currently undertaking teacher training

Employer	Name & type of school	No. on roll	Age group(s) taught	Job title	From	To
					D/M/Y	D/M/Y

### 9 EMPLOYMENT EXPERIENCE OTHER THAN TEACHING

Please include full-time, part-time and voluntary positions

Employer	Job title/responsibilities	Salary	From	To
			D/M/Y	D/M/Y
Reason for leaving				
Reason for leaving				

### 10 PERIODS NOT IN EMPLOYMENT OR TRAINING

You **must** account for every gap in employment or training since leaving secondary school. Please ensure you use this section and continue on another sheet of paper if necessary.

Date		Reason for periods not in employment or training
From	To	

### 11 SUPPLEMENTARY INFORMATION IN SUPPORT OF YOUR APPLICATION

Within this supplementary information, please include a statement of personal qualities and experience you believe are relevant to your suitability for the post advertised and how you meet the person specification.

## 12 REFEREES

Please provide details of two referees, who have recent professional knowledge of your work, one must be your present employer, or last employer if not currently employed. **For those undertaking Teacher training** please provide details of your college tutor and the Headteacher of a school where you have undertaken teaching practice.

**If any of your references relate to your employment at a school or college your referee must be the Headteacher or Principal.** References will not be accepted from relatives or from people writing solely in the capacity of friends.

**Applicants for Headteacher posts:** names, addresses and status of two people who can comment on your leadership/management skills and suitability for this post. The referees should be your most recent employer and a Local Authority/Trust or equivalent representative.

**It is our policy to take up references prior to interview. If you have any concerns about this please contact us.**

### First Referee

<b>Name:</b>			
<b>Organisation/Position:</b>			
<b>Address:</b>			
<b>Email:</b>			
<b>Telephone number:</b>		<b>Mobile number:</b>	

### Second Referee

<b>Name:</b>			
<b>Organisation/Position:</b>			
<b>Address:</b>			
<b>Email:</b>			
<b>Telephone number:</b>		<b>Mobile number:</b>	

Where you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, please provide details of a third referee to be from the employer where you were most recently employed/ volunteered to work with children.

<b>Name:</b>			
<b>Organisation/Position:</b>			
<b>Address:</b>			
<b>Email:</b>			
<b>Telephone number:</b>		<b>Mobile number:</b>	

Unless you have otherwise stated, references will be taken up if you have been selected for interview. Other previous employers may also be approached for information to verify particular experience or qualifications before interview. If your previous posts have involved working with children on either a paid or voluntary basis questions will be asked about disciplinary offences related to children, including any which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns (unless these were considered to be false, unsubstantiated or malicious) and if so the outcome of any enquiry or disciplinary procedure.

### **13 DECLARATION OF CRIMINAL CONVICTIONS**

This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information, subject to filtering rules, about convictions, past cautions or prosecutions pending. If after interview it is decided to offer you the post a check will be undertaken with the police prior to confirmation of your appointment. This post is subject to receipt of satisfactory Enhanced Disclosure clearance obtained from the Disclosure and Barring service.

### **14 GENERAL DATA PROTECTION REGULATIONS (GDPR)**

The information you have supplied is required for the purpose of recruitment and selection only and is in accordance with Data Protection legislation

The information required is necessary for selection purposes and will be used by our school(s) for the selection and verification process in connection with any vacancy that arises.

In addition, in accordance with KCSIE guidance, as part of shortlisting we may carry out an online search as part of our due diligence on shortlisted candidates.

By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

If your application is unsuccessful your information will be retained for a period of 12 months in accordance with legal requirements and for administration purposes, after which it will be disposed of using appropriate process.

Under the General Data Protection Regulations 2016 and Data Protection Act 2018 (the Data Protection Legislation) you have a right of access to the information we hold about you for which we may charge a small fee and you have the right to correct any inaccuracies in your information.

If you would like more information about how the school uses your data, please see the Privacy Notice on the school's website.

**15 FOR PERSONS WHO ARE NOT BRITISH OR EU NATIONALS**

If you have any conditions related to your employment please give full details below:

**16 DECLARATION**

Are you related or have a close relationship within the Keys Academy Trust (including staff and Governors):

Yes/No      If yes please provide details:

I have the legal right to live and work in the UK

Yes/No

**I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTINUATION SHEET**