



Job Application Form for Teaching Posts

The Academy Trust and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community

1. **POST APPLIED FOR**

Post

As advertised in on (date)

2. **PERSONAL DETAILS**

Surname Forename(s)

Address for correspondence

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Contact No e-mail

Date of Birth

DfE Teacher Number

3. **CURRENT POST**

School/Service

Local Authority

Job title

Date of appointment Salary

Management/TLR/SEN Allowances (Please specify as applicable)

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Main Duties and Responsibilities

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4. **PREVIOUS TEACHING EXPERIENCE**

Please detail in order, with most recent post first.

Name of School and LA/Academy Trust, type of school and number on roll	Dates of employment		Post(s) held indicating salary points/allowances	Reasons for leaving
	From	To		

5. **OTHER RELEVANT WORK EXPERIENCE**

Post	From	To	Employer	Grade/Salary	Reason for leaving

6. **GENERAL EDUCATION**

School	From	To	Qualifications - Grades, awarding bodies and dates

7. FURTHER AND HIGHER EDUCATION

Name of College/University	From	To	Qualifications - Grades, awarding bodies and dates

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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9. ADDITIONAL INFORMATION

(i) Are you related to any member of the Academy Trust or member of the Governing Body of the school? (If yes, please state relationship).

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(Canvassing will disqualify candidates)

(ii) Have you left any previous job for reason of redundancy or are you in receipt of an occupational pension? YES/NO

If yes, please give details, including dates, post held and employer.

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(iii) Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? YES/NO

If yes, please give details of dates and reasons.

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(Answering yes to this question will not necessarily prejudice your application).

10. STATEMENT IN SUPPORT OF APPLICATION

Please attach a supporting statement, indicating any matters which you feel may be relevant to this application. Please head additional documentation with your name and post applied for.

11. REFERENCES

Please state the names, addresses, telephone numbers and email of two persons from whom references may be obtained. One must be your current or most recent employer. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

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12. FURTHER INFORMATION FOR CANDIDATES

- (i) In the interests of the protection of children, all teaching posts are subject to enhanced criminal record and other relevant disclosures through the Disclosure and Barring Service (DBS). All successful candidates selected for interview will be required to complete a DBS Disclosure application form. The DBS guidance will be given to successful candidates to help them complete the form. A criminal record will not necessarily prevent you from obtaining a position.
- (ii) You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- (iii) Under the Data Protection Act, the Academy Trust and Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- (iv) It is an offence for an individual to attempt to engage in regulated activity (working with children). As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions.

As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school are also required to carry out a DBS check in order to determine your suitability for the role.

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers and cannot be taken into account.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

YES/NO

If the answer is yes, please provide full details.

13. **DECLARATION**

To the best of my knowledge and belief, all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service check and satisfactory medical clearance and the provision of documentary evidence (eg NI Number) that shows I am entitled to work in the UK.

Signature Date