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|  | **Job Application Form**  **Teacher & School Leadership Posts**  *Confidential* |

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| **Information for Applicants:**  Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**. | | |
| Please return your completed form to: | The Brent Primary School  London Road  Stone  Dartford  Kent  DA2 6BA | Ref. No. *(Office Use Only)* |
|  |
| The deadline for receipt of completed applications is: |  | |

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| **Details of Post Applied For:** | |
| Job Title |  |
| Job Reference Number (if any) |  |
| Please confirm the date you would be able to start work, if successful |  |

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| **Personal Details:** | | | | | | | | | | | | | |
| Title |  | | | First Name(s) | | |  | | | | | | |
| Surname | | |  | | | | | | | | | Date of Birth[[1]](#footnote-1) |  |
| If you have previously been known by another name, please specify: | | | | |  | | | | | | | | |
| Address | |  | | | | | | | Alternative  Address | |  | | |
| Contact Details | | | Please only include contact numbers or email addresses that you are happy for us to use. | | | | | | | | | | |
| Daytime Contact Number: | | |  | | | | | | | |
| Evening Contact Number: | | |  | | | | | | | |
| Mobile Number (if different): | | |  | | | | | | | |
| Email Address: | | |  | | | | | | | |
| National Insurance Number | | | | | |  | | | | | | | |
| DfE Registration Number | | | | | |  | | | | | | | |
| Do you hold Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status? | | | | | | YES | | NO | | If yes, please confirm below whether you hold QTS or QTLS and the date it was awarded: | | | |
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| **General:** | | | | | |
| **Health Declaration** | | | | | |
| Do you consider yourself to be in good health? | YES | NO | If no, please specify your circumstances below: | | |
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| **Superannuation Scheme** | | | | | |
| Do you contribute to the Teacher’s Superannuation Scheme? | YES | NO | If you contribute to another scheme, please provide details below: | | |
|  | | | | |
| Have you elected to pay Superannuation contributions for part time teaching? | | | | YES | NO |

| **Declaration of Relationships:** | Please answer YES or NO below: | |
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| Are you related to, or do you have a close personal relationship with, any elected member or senior officer of the local authority or a member of staff or the School Governing Body? | |  |
| If yes, please provide below his/her name and role, and state your relationship: | | |
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| How did you become aware of this vacancy? | | | | | |  |
| Media: |  | Date: |  | Reference: |  | |

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| **Referees:** | | | | | | | | | | | |
| * **Please indicate two people who can provide references** – one of whom should be your present/most recent employer. Students should include their University/College tutor. * References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.** | | | | | | | | | | | |
| **Referee 1** | | | | | | **Referee 2** | | | | | |
| Title (Miss/Mr etc) | | | | |  | Title (Miss/Mr etc) | | | | |  |
| Name |  | | | | | Name |  | | | | |
| Occupation | | |  | | | Occupation | | |  | | |
| Address | |  | | | | Address | |  | | | |
| Tel. Number | | | |  | | Tel. Number | | | |  | |
| Fax Number | | | |  | | Fax Number | | | |  | |
| Email Address | | | |  | | Email Address | | | |  | |
| In what capacity do you know the referee? | | | |  | | In what capacity do you know the referee? | | | |  | |

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| **Education and Training:** | | | | |
| **Original documentation of qualifications will be required prior to an appointment.** | | | | |
| **Training as a Teacher:** | | | | |
| Name of Teacher Training Institute: |  | | | |
| Dates: | From: |  | To: |  |
| Qualification Obtained: |  | | | |
| Subjects – Main and Subsidiary: |  | | | |
| Age Range/Key Stage: |  | | | |
| Other special interest: |  | | | |

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| **Education and Qualifications (other than teacher training):** | | | |
| Please also include any relevant professional qualifications. | | | |
| Name of Institution (e.g. School, College or University) | Dates Attended | | Courses/Subjects Taken and Examinations Results or Award |
| From (Month/Year) | To (Month/Year) |
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| **Secondary Education:** | | |
| Name of School(s) and area | 1. |  |
| 2. |  |
| Qualifications gained (Give subjects, grades, dates)  ‘O’ Levels, GCSE (or equivalent) |  | |
| ‘A’ Levels (or equivalent) |  | |

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| **Membership of Professional Bodies:** | | |
| Please give details of any relevant professional bodies to which you belong. | | |
| Name of Professional Body | Membership Status | Date Membership Commenced |
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| **Professional Development:** | | | | |
| Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application. | | | | |
| Course Title | Course Provider | Dates Attended | | Award (if any) |
| From (Month/Year) | To (Month/Year) |
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| **Details of Present or Most Recent Teaching Appointment:** | | | | | | | | | | | | | | | | |
| Post Held | | | | | |  | | | | | | | | | | |
| Responsibilities Held (If Applicable) | | | | | |  | | | | | | | | | | |
| Dates Employed From and To (Month/Year) | | | | | | | | |  | | | | | | | |
| School Name and Address | | | |  | | | | | | | | | | | | |
| Pupils | Number on Roll: | | |  | | | Age Range: | | | |  | | | Gender / Mixed: | |  |
| Name of Local Authority (If Applicable) | | | | |  | | | | | | | Type of School (Community, Aided, Independent etc) | | |  | |
| Salary Details | | Scale, e.g. Main Scale: | | | | | |  | | | | | Salary Point: | |  | |
| Alternatively, please quote annual salary if you are/were not on national pay scales (if part-time, specify the FTE): | | | | | | | | | | | | | £ | |
| Additional allowances (state type and annual value): | | | | | | | |  | | | | | | |
| Total annual salary (if you are part-time, specify FTE): | | | | | | | | | | | | £ | | |
| Reason for Leaving | | |  | | | | | | | | | | | | | |

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| **Previous Teaching Appointments:** |
| Please give details of **all previous teaching appointments** you have undertaken, starting with the most recent. Details of employment undertaken outside of teaching, and any other gaps in employment, should be recorded on the following pages. Please use a continuation sheet if necessary. |

| **School/College/Employer Details** | | **Post Details** | **Dates Employed and Reason for Leaving** |
| --- | --- | --- | --- |
| 1. | School Name: | Title of Post: | From (Month/Year): |
|  |  |  |
| To (Month/Year): |
| Type of School and NOR (approx.): | Responsibilities Held (if applicable): |  |
|  |  | Reason for Leaving: |
|  |
| Local Authority (if applicable): | Additional Allowances (type/value): |
|  |  |
| Pupil Age Range / Gender: | Key Stage / Pupil Age Range Taught: |
|  |  |
| 2. | School Name: | Title of Post: | From (Month/Year): |
|  |  |  |
| To (Month/Year): |
| Type of School and NOR (approx.): | Responsibilities Held (if applicable): |  |
|  |  | Reason for Leaving: |
|  |
| Local Authority (if applicable): | Additional Allowances (type/value): |
|  |  |
| Pupil Age Range / Gender: | Key Stage / Pupil Age Range Taught: |
|  |  |
| 3. | School Name: | Title of Post: | From (Month/Year): |
|  |  |  |
| To (Month/Year): |
| Type of School and NOR (approx.): | Responsibilities Held (if applicable): |  |
|  |  | Reason for Leaving: |
|  |
| Local Authority (if applicable): | Additional Allowances (type/value): |
|  |  |
| Pupil Age Range / Gender: | Key Stage / Pupil Age Range Taught: |
|  |  |
| 4. | School Name: | Title of Post: | From (Month/Year): |
|  |  |  |
| To (Month/Year): |
| Type of School and NOR (approx.): | Responsibilities Held (if applicable): |  |
|  |  | Reason for Leaving: |
|  |
| Local Authority (if applicable): | Additional Allowances (type/value): |
|  |  |
| Pupil Age Range / Gender: | Key Stage / Pupil Age Range Taught: |
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| **Other Employment:** | | | | |
| Please give details of any **other periods of employment** you have undertaken which you have not included so far, starting with the most recent. Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary. | | | | |
| Employer’s Name and Address | Dates Employed From and To (Month/Year) | Position Held | Salary and Benefits | Reason for Leaving |
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| **Periods When Not Working:** | | |
| Please give details below of any voluntary work you have not detailed elsewhere in your employment history, or reasons for other periods of time when you have not been employed since leaving secondary education. | | |
| Date From (Month/Year) | Date To (Month/Year) | Reason |
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| **Other Skills and Interest:** |
| Please include languages (spoken/written), computers, etc. Please provide details of any community or voluntary work experience. |
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| **Statement of Application:** |
| You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:   * The reasons why you are applying for this post; * The personal qualities and experience that you feel are relevant to your suitability for the post; * Key responsibilities and achievements in your present or most recent job which are relevant to this application; * Details of any relevant interests or activities. |
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| **Protection of Children:** | | | | | |
| **Disclosure of criminal background is required of those with substantial access to children.** | | | | | |
| You are required to give details as this post, for which you are applying, is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. **A subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced Criminal Records Bureau check.** | | | | | |
| **Please answer the following questions:** | | | | | |
| Have you ever been convicted or cautioned of a criminal offence? | YES | NO | If yes, please provide details of the Offence, the Sentence and the Date below: | | |
|  | | | | |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | YES | NO | If yes, please provide details below: | | |
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| If you are successful in your application, would you require a work permit prior to taking up employment? | | | | YES | NO |

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| **Data Protection Statement:** | | | | | | | | | | | | |
| **I hereby give my consent for the school to which this application relates to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, payroll providers, the CRB, the police and other third parties as defined by the Data Protection Act 1988 and related legislation. All information will be dealt with in accordance with data protection legislation.** | | | | | | | | | | | | |
| **Declaration:** | | | | | | | | | | | | |
| I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in dismissal. | | | | | | | | | | | | |
| Signature of Applicant | |  | | | | | | | | | Date |  |
| If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview. | | | | | | | | | | | | |
| **Thank you for your application. In the interest of public economy, only shortlisted applicants will receive further notification.**  **Retention of Application Forms:** It is the School’s policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you **do not** wish us to use your application form in this way, please tick this box ❑ | | | | | | | | | | | | |
| **Equality Monitoring Form** | | | | | | | | | | | | |
| The School aims to select staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of the School’s Equality Policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. The form will be separated from your application upon receipt and will **not** be shared with the selection panel. Thank you. | | | | | | | | | | | | |
| Post Applied For: |  | | | | | | Where did you see this post advertised? | | |  | | |
| ***Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.*** | | | | | | | | | | | | |
| **Gender:** | Female | |  | Male |  |  | |  |  | | | |

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| **Age:** | | 16-24 |  | 25-34 |  | 35-44 | | |  | | 45-54 |  | 55-64 |  | 65+ |  | |  | |
| **Ethnicity:** | Please tick **one** category below. The categories are based on the population census. | | | | | | | | | | | | | | | | | |
| **Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:** | | | | | | | |  | | **Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group:** | | | | | | | | |
| Bangladeshi | | | | | | |  |  | | Chinese | | | | | | |  | |
| Indian | | | | | | |  |  | | Any other ethnic background (specify if you wish): | | | | | | |  | |
| Pakistani | | | | | | |  |  | |
| Any other Asian background (specify if you wish): | | | | | | |  |  | | **Mixed:** | | | | | | | | |
|  | | White and Asian | | | | | | |  | |
| **Black, Black British, Black English, Black Scottish or Black Welsh:** | | | | | | | |  | | White and Black African | | | | | | |  | |
| African | | | | | | |  |  | | White and Black Caribbean | | | | | | |  | |
| Caribbean | | | | | | |  |  | | White and Chinese | | | | | | |  | |
| Any other Black background (specify if you wish): | | | | | | |  |  | | Any other Mixed background (specify if you wish): | | | | | | |  | |

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| **White:** | | | | |
| British |  |  | Scottish |  |
| English |  |  | Welsh |  |
| Irish |  |  | Any other White background (specify if you wish): |  |

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| If you wish, you may disclose information about yourself in this section about your: |
| Religion/Beliefs |
|  |
| Sexual Orientation |
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| **Disability Statement:** | | | |
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| **The school aims to be a fair employer and is committed to equal opportunity for disabled people. Applications from disabled people are welcome. If you are offered an interview, we have a policy of providing appropriate access and equipment to ensure that disabled people are considered on an equal basis.** | | | |
| **Please answer the following questions:** | Please answer YES or NO below: | | |
| Do you consider yourself to be disabled? | | YES | NO |
| If YES, do you consider yourself to be disabled under the terms of the Disability Discrimination Act? | | YES | NO |
| The Disability Discrimination Act 1995 defines disability as ‘**a physical or mental impairment which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities.**’ | | | |
| Is there anything you would particularly like to tell us about your disability? | | | |
|  | | | |
| Do you wish us to try to arrange for any of the following to be available, if you are called for interview? Please tick.  Sign language interpreter (please state type)  Keyboard for written tests  Someone with you at the interview (e.g. advocate or facilitator)  Assistance in and out of vehicle  Accessible car parking  Wheelchair access  Accessible toilet  Other assistance (please specify below) | | | |
|  | | | |
| **The information you have given will be treated as confidential and is necessary to enable us to provide appropriate adjustments and facilities for your interview. Thank you for providing this information.**  **We reserve the right to verify the information supplied on this form.** | | | |

1. The Governing Body complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants to meet the recommendations of the DfE statutory guidance “Safeguarding Children and Safer Recruitment in Education” (ref: DfES2006); these are used for identification purposes and to verify that a full education and employment history has been provided. [↑](#footnote-ref-1)