

**APPLICATION FOR TEACHING POST**

CONFIDENTIAL

**Position applied for:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Please complete in black ink or electronically*

**1. PERSONAL DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname | | | | Forenames | |
| All previously used surnames | | | | | |
| Title |  | |  | DfES No. | |
| National Insurance Number | | | |  | |
| Address  Post Code | | | | | |
| Home telephone: | | Mobile: | | | e-mail: |
| Work telephone: | |  | | |  |

**2. PRESENT TEACHING POST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Present Post (Title) | | | | Date Appointed |
| Role Description |  | | | Salary Scale |
| Name of School and Address  Post Code | | | | |
| Type of School | | Age Range | No. on Roll | |
| Single Sex/Mixed | | Age Range Taught |  | |
| Name of Education Authority  or Private Institution | | | | |

**3. REFERENCES** **(please provide two references, one of which must be your present employer)**

|  |  |
| --- | --- |
| Name | Name |
| Address | Address |
| Telephone No:  Email | Telephone No:  Email |
| Job title | Job title |
| Relationship to applicant | Relationship to applicant |

**4. EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Dates | | Qualifications\* |
|  | From | To |  |
| Secondary School |  |  |  |
| University / College |  |  |  |
| Further Post Graduate Study |  |  |  |
| Main Teaching Subjects Offered:  Additional Subjects Offered: | Qualified Teaching Status (GTP/PGCE)  Date Awarded and Awarding Body: | | |

**NB Evidence to confirm all qualifications will be required when called for interview**

**5. PREVIOUS TEACHING POSTS HELD (please give most recent first, and continue on a separate sheet if required)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and address of School | | | Post Title | Dates | | Reason for leaving |
| or College | | | and Scale |  |
|  | | |  | From | To |  |
|  | | |  |  |  |  |
| B/G/Mixed | NOR | Age range |  |  |  |  |
|  | | |  |  |  |  |
| B/G/Mixed | NOR | Age range |  |  |  |  |
|  | | |  |  |  |  |
| B/G/Mixed | NOR | Age range |  |  |  |  |

**6. DETAILS OF ANY NON-TEACHING EMPLOYMENT (including any breaks in service)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Position Held | Job Description | From | To | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**7. RELEVANT IN SERVICE TRAINING**

**Three most significant features of professional development in the last five years**

|  |  |  |
| --- | --- | --- |
| Title | Organising Body | Duration and Dates |
|  |  |  |
|  |  |  |
|  |  |  |

**8. INTERESTS – with particular regard to involvement in extra-curricular school activities in current post and for possible future development.**

|  |
| --- |
|  |

**9. PERSONAL STATEMENT- please refer closely to the job specification and information about the school to identify how your professional profile and experience make you a strong candidate for the role.**

**10. SELF DISCLOSURE**

|  |
| --- |
| The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold any information about police cautions, bind-overs, or any criminal convictions including any that would otherwise be considered ‘spent’ under the Act.  Have you ever been convicted of any offence or Bound-over or given a caution? Yes/No  Have you ever been the subject of an investigation or enquiry into abuse or any other inappropriate behaviour?  Yes/No  If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’. It will be opened only if you are shortlisted for interview – otherwise it will be returned unopened to you.  I understand that if my application is successful I will be required to obtain an enhanced DBS check |

**11. APPLICANT'S STATEMENT**

Please delete where applicable.

* I am / am not related to any senior member of staff or Governor.
* I am prepared to undergo a medical examination.
* I can produce the original documents of my qualifications.
* I confirm that the statements in this application are true.
* I understand that canvassing, directly or indirectly, will be a disqualification.
* Are you aware of any matter, which might call into question your integrity as an employee or bring you/or

the School into disrepute YES/NO Please give details on a separate sheet.

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

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All posts are subject to a satisfactory enhanced Disclosure and Barring Service check.*

|  |  |  |  |
| --- | --- | --- | --- |
| **CONFIDENTIAL**  **Equal Opportunities in Employment – Monitoring Form**  This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application | | | |
| General Guidance Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability, etc. The Governing Body of Bennett Memorial School aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.  The Governing Body’s Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job.  The Governing Body has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.  The information given will not affect the consideration of your application. | **Job Applied for:**  Job No. or Ref: (if applicable)  Location:  How did you learn of this vacancy?  TES newspaper  TES online  School website  E-Teach  Other \*  **\*Please specify……………………..**………………………………  Surname and Initials:  Age: Date of Birth:  Marital Status:  Gender: Male Female | | |
| Ethnic Origin Guidance This is the origin of your family rather than your Nationality.  For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.  Please identify your ethnic origin either by ticking ONE of the boxes on the right or by giving your own description. | Ethnic Origin **a.White**  British  Irish  Any other white background  **b.Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background  **c. Asian or Asian British**  Indian  Pakistani  Other Asian background with **c.**  **d. Black or Black British**  Caribbean  African  Other Black background within **d.**  **e. Other Ethnic groups**  Chinese  Any other ethnic group |  |  |

|  |  |
| --- | --- |
| **Disability Guidance**  Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.  If you consider yourself to be disabled please let us know. We would appreciate advice on help we can give to enable you to attend, or participate in the interview. At the interview you will be asked if you have any disability which would affect your ability to do the job and, in compliance with the Disability Discrimination Act 1995, you will be  asked what reasonable adjustments we might arrange to assist you. | **Disability**  Do you consider yourself to have a disability?  YES NO  If YES please describe your disability  If you need any assistance to attend  or participate in the interview, please  give details. |
| Data Protection Act 1998 I consent to the data on this form being used for statistical purposes to assist the Governing Body in the monitoring of equal opportunities.  **Signed: Date:** | |