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**Tudhoe Learning Trust**

Confidential

**Teaching Application Form**

**Please complete all sections of the form using black ink or type.**

The parts of this application form that contain personal identifying information will be removed prior to shortlisting. This ensures that applications are dealt with objectively. The application form must be completed in full and CVs will not be accepted.

Once completed please return to Mrs Kimberley Ivory, Trust HR Manager. If you require any assistance to complete the form, have any queries or require the form in another format please contact [office@tudhoelearningtrust.co.uk](mailto:office@tudhoelearningtrust.co.uk)

**Data Protection**

Information on this form will be processed in accordance with the Data Protection Act. By signing it you are agreeing to data being held and processed and if appointed you further agree to information being held by the Trust such as bank details and medical information and processed in accordance with the Act.

**Vacancy Information**

**Application for the post of:** Class Teacher (NQT / RQT)

**School:** South Hetton Primary School

|  |  |
| --- | --- |
| **Personal Information** | |
| **Full Name** | Mr/Mrs/Miss/Miss/other |
| **Known as** (if different) |  |
| **Previous Surname(s)** |  |
| **Full Address**  **Post Code** |  |
| **Email address** |  |
| **Telephone Number(s)**  **Home**  **Mobile**  **Work** |  |

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| --- | --- | --- | --- |
| **Qualifications**  *Please note that you will be required to provide evidence of qualifications* | | | |
| **Formal Education (most recent first)** | | | |
| **Dates (month and year)** | | **Educational Establishment** | **Qualification Achieved (include grade / subject)** |
| From | To |
|  | |  |  |
| **DCSF No.** | |  | |
| **GTC Reg No.** | |  | |

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| --- | --- | --- | --- |
| **Training and CPD**  *Please note that you will be required to provide evidence – most recent first* | | | |
| **Dates (month and year)** | | **Educational Establishment** | **Qualification Achieved**  *(include grade / subject where applicable)* |
| From | To |
|  | |  |  |
| **Do you hold a full UK Driving Licence** | |  | |

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| --- | --- |
| **Current / Most Recent Employer** | |
| **Job Title** |  |
| **Establishment Name and address** |  |
| **Telephone No.** |  |
| **LA / Employing Body** |  |
| **Date appointed** |  |
| **Date left** *(if applicable)* |  |
| **Number on roll** |  |
| **Age range** |  |
| **Perm / temp** |  |
| **Full / part time** |  |
| **Salary** *(please detail any allowances ie TLRs)* |  |

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| --- | --- | --- | --- | --- |
| **Employment History**  *(most recent first, please explain any gaps and use a continuance sheet if necessary)* | | | | |
| Job Title | Employer name and address | NOR | Age Range Taught | Dates |
|  |  |  |  |  |

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| **Additional Teaching Skills and Special Interests**  *Please detail additional teaching skills and special interests relevant to this application* |
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| **Letter of Application**  *Please submit a letter of application in which you should explain why you are interested in this post. Please focus on your experience, training, skill and personal qualities and explain why you feel they match the requirements set out for the role in the job description and person specification.* |
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| **Declaration of Interest**  *If you have any personal relationship to any Councillor, Member of a Committee, Panel, other group or employee of Tudhoe Learning Trust or Governor of the School, please give details of their name and relationship to you. This will not necessarily preclude an individual from providing a reference for you however, any approach to a decision maker in this process to influence a selection decision will result in immediate disqualification from the process.* | | | |
|  | | | |
| **References**  Please provide two referees, one must be your most recent employer where possible | | | |
| Referee 1 | | Referee 2 | |
| Name |  | Name |  |
| Address |  | Address |  |
| Email |  | Email |  |
| Telephone No. |  | Telephone No. |  |

|  |  |  |  |  |
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| **Equal Opportunities Monitoring** | | | | |
| Tudhoe Learning Trust is committed to equality of opportunity for all and is committed to meeting its obligations in relation to it Equality and Diversity Policy and The Equality Act 2010. To assess whether our Diversity procedures are effective we need to monitor it and to do that we require the information listed below to ensure that no groups are being unfairly disadvantaged or under represented within our workforce. We hope that you will assist us by completing this section of the application form and would seek to assure you that this information will be used for monitoring purposes only and not be used to influence the selection process. Please tick | | | | |
| **Gender** | Male  Female  Other  Prefer not to say | **DOB** | |  |
| **Marital Status** | Married  Single  Civil partnership  Divorced  Other  Prefer not to say | **Age** | |  |
| **Nationality** | |  |
| Ethnicity | Ethnic origin is not about nationality, place of birth or citizenship. It is about the group or community you perceive you belong. Please tick… | | | |
| White | English  Scottish  Welsh | Northern Irish  Irish (Republic of)  Gypsy/Irish traveller | | |
| Mixed | White & Black Caribbean  White & Black African | White & Asian  Any other mixed | | |
| Asian / Asian British | Indian  Pakistani  Bangladeshi | Chinese  Other Asian | | |
| Black / Black British | Caribbean  African | Other black | | |
| Other | Arab | Other | | |
| Disability | The response to this question will be used purely for monitoring purposes and not for making reasonable adjustments either to a job role or a selection process. If you require any special arrangements or adjustments to be made you should discuss your needs with the Trust HR Manager [office@tudhoelearningtrust.co.uk](mailto:office@tudhoelearningtrust.co.uk)  Do you consider yourself to have a disability? | | | |
| Yes  No | | Prefer not to say | |
| Sexual Orientation | Heterosexual  Gay woman / Lesbian  Gay man | | Bisexual  Other  Prefer not to say | |
| Religious Belief | No religion or belief  Buddhist  Christian  Hindu  Jewish | | Muslim  Sikh  Other  Prefer not to say | |
| Caring responsibility | None  Primary carer of a child(ren)  Primary carer of an older person | | Secondary carer  Other  Prefer not to say | |

Please return this form in confidence to Mrs Kimberley Ivory, Trust HR Manager [office@tudhoelearningtrust.co.uk](mailto:office@tudhoelearningtrust.co.uk)