

Application Form

Applying for the position of:

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| **Section 1: Personal Details** |
| **Title:** **Forename(s):** **Surname:** **Any other names you have been known by:** |
| **Address:****Postcode:** | **Mobile Number:****Home Number:****Email Address:****NI Number:****Where did you hear about us:** |
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| **Section 1a: Only applicable for teaching and leadership roles based in academies.** |
| **DfE Reference Number:**  |
| **Date of Award of Qualified Teaching Status:** |
| **Have you completed or completing the National Professional Qualification of Headship (NPQH)?****Yes** [ ]  **No** [ ]  **If yes;** **Candidate Number:****Date Commenced****Date completed/ due for completion:** |

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| **Section 2: Your current or most recent employment.** |
| **Please give details of any other employment, which if you should be successful in this post, you would be working on average more than 48 hours per week. (Beyond the EU Working Time Directive)** |
| **Employer:****Name of School/Authority/Trust (if applicable****Title****Date Employment Commenced:** **Salary Details (Include P/A / Scale if applicable****Any additional allowances?**  | **Is this your current role?** Yes [ ]  No [ ] **Employers Address:****Postcode****Contact Number** |
| **Brief outline of your responsibilities in this position:**  |
| **If the role you are applying for is within a School/Teaching capacity then please give details of your specific experience, if it is not then please leave blank and continue with the Application Form.****Group size Age Range** **Gender****Maintained/Non-Maintained** **Private/Authority/Establishment run** |
| **Reason for looking for a new position?** | **Notice period****Or****Date employment ceased** |

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| **Section 2a: Employment History** |
| **Please list below your employment history in chronological, with the most recent being at the top.** **Please note: should you be invited for interview that any gaps within employment may be queried by your interviewer. If there are gaps where you were not in employment but participating in activities, then please do outline this and the applicable dates. i.e. educational gaps, travelling, volunteering etc.** |
| **From****MM/YYYY** | **To****MM/YYYY**  | **Title & brief outline of responsibilities** | **Name and Address of Organisation** | **Reason for leaving** |
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| **Section 3: Education History** |
| **Education Establishment****Name and Address** | **Qualification Type** | **Dates attended****MM/YYYY-MM/YYYY** | **Subject(s)** | **Outcome/ Grade Achieved** |
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| **Section 4: Professional Training and Development Courses Completed (tab for additional boxes)** |
| **Training Provider** | **Detail of the Course Completed** | **Dates attended MM/YYYY- MM/YYYY** |
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| **Section 5: References** |
| Please provide two referees below, one of whom should be your present or most recent employer.**Note:** References may be taken prior to interviews |
| **Name:****Occupation:** **Capacity known:** **Address:** **Postcode:** **Email address:** **Contact number:**  | **Name****Occupation:****Capacity known****Address****Postcode****Email address:** **Contact number:**  |

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| **Section 6: Personal Statement**  |
| **Please provide below your personal statement to assess suitability for this position.** **You should refer to the Job Description and Person Specification.** |
| ***Use a separate sheet if required and attach with your complete application*** |

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| **Section 7: Criminal Declaration** |
| This post is exempt from the Rehabilitation Offenders Act (1974) (amended 2013). You are therefore, required to provide details of any unspent convictions, cautions, reprimands and final warnings you may have and any unprotected spent convictions.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. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: <https://www.gov.uk/government/collections/dbs-filtering-guidance> 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) by SI20131198'?Yes [ ]  No [ ]  Please state if you have any unspent convictions: Yes [ ]  No [ ]  If you have answered ‘Yes’ to either of the above, please see the guidance below\*\* If you are invited for an interview, a statement of any spent convictions that are not protected and any unspent convictions should be sealed in an envelope marked 'Private and Confidential' and handed to the Chair of the interview panel only. The information you disclose may be discussed with you during the interview. |