We will only use the information you provide to process your application and to produce anonymised monitoring statistics. For more information about how we use your information, please read our Privacy Notice.

**I confirm I have read and understood the Privacy Notice**

**Please complete all sections in black ink or electronically**

**Applicants are required to complete all parts of this application form, CVs are not accepable**

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| Post applied for:  | **Official Use Only:**Post Reference:Applicant Number: |

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| **Part A: Personal Information** |
| Title: Dr / Mr / Mrs / Miss / MsOther (please specify)  | Forenames(s):  | Surname:  |
| Home address: | Correspondence address: (if different) |
| Home telephone: Mobile number: Work telephone: May we contact you at work? **Yes/No** | E-mail address: May we contact you by e-mail? **Yes/No**Do you hold a current driving licence? **Yes/No** |
| Where did you hear about this post? |

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| **Part B: Present or last employment** |
| Present or most recent employer, nature of business and address | Dates (month & year) | Position held and nature of duties |
| From | To |
|  |  |  |  |
| Current / most recent salary:  |
| Period of notice required / When could you commence duties if appointed?  |
| Reason for leaving this position? |

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| **Part C: Work History** |
| Give details of your previous work history beginning with the most recent post |
| Dates(from/to) | Name & address of employer | Position held | Summary of main duties | Grade & Salary |
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| Please use additional sheet if required |

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| **Part D: Other Experience** |
| Include any unpaid/voluntary work and please account for any gaps in employment |
| Dates(from/to) | Name & address of employer | Position held | Summary of main duties |
|  |  |  |  |
| Please use additional sheet if required |

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| **Part E: Education and Training** |
| Secondary Schools / Colleges | Dates | Qualifications obtained | Date | Grade |
| From | To |
|  |  |  |  |  |  |
| Further / Higher education establishment | Dates | Course Title | Results (including class of degree) |
| From | To |
|  |  |  |  |  |
| Professional training / qualifications, with dates and levels attained: |
| Other recent training / courses attended relevant to this post, with dates: |

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| **\*Part F: TEACHERS ONLY - Please provide details of the results for each class you have taught in the last three years** |
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| --- | --- | --- | --- | --- |
| **Year** | **Course Title and Level** | **Number of Students**  | **Number achieved qualification\*** | **Number achieved High Grades\*\*** |
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\*For GCSE classes, grades A\*-C \*\* For GCSE and A Level classes, grades A\*-B For A Level classes, grades A\*-E For BTEC courses, Distinction or Distinction\* **If you are unable to provide the above data please indicate why and include the relevant information specified below:**Due to the sheer size and success rate of my current school; as an RQT I do not currently teach Year 11, therefore I do not have this data available. However I have included the data analysis from the first term of the LINK intervention I personally plan and deliver.I am an NQT and have included at least two teacher placement reports from my PGCE year. |

**\*Failure to include this information may result in the candidate not being shortlisted.**

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| **Part G: Supporting Statement** |
| Please describe briefly how your skills and experience meet the requirements of the job description or provide an accompanying letter. |

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| **Part H: References** |
| You should provide details of two people who are prepared to act as referees for you. Your first referee should be your current or most recent employer (for teachers, this should be the Principal). Your second reference should be someone who knows you in a professional capacity. Please indicate the relationship of the referee to you e.g. line manager, supervisor, etc. Referees will be contacted for applicants shortlisted to attend for interview. Please note that references from family members will not be accepted. |
| **Present or most recent employer** | Address:  |
| Name and Title: Position held: Telephone: E-mail:  |
| Post Code:  |
| **Other referee** | Address:  |
| Name and Title: Position held: Telephone: E-mail:  |
| Post Code:  |
| May we approach your present employer for a reference before interview? Yes No  |

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| **Part I: Declaration** |
| * You are required to sign the declaration below certifying that all the information you have provided is accurate.
* The college may wish to check any of the details you have provided.
* Providing false or misleading information or deliberately concealing any relevant facts may disqualify you from appointment or, if appointed, may result in dismissal.

*I declare that the information on this form is correct and I have omitted nothing that, to the best of my knowledge, might affect this application. I am not disqualified from working with children.*Signature: …………………… …………………………………………………….. Date: ………………………………….. |

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| **When completed please return to:Sharon Boyes, HR Officer, Tees Valley Collaborative Trust, Church Walk, Guisborough TS14 6BU OR email HR@tvc.ac.uk** |
| **This application form is available in other formats. Please contact the college for further details.****Only short listed candidates will be notified of the outcome of their applications; if you have not heard within four weeks of the closing date you should assume that your application has been unsuccessful on this occasion.** |