**JOB APPLICATION FORM**

**(Teaching Staff in Academy Trust)**

**Post Applied for: **

**PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). Please ensure that you complete all sections of the job application form.

**All sections must be completed**.

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| **PERSONAL DETAILS** |
| **Surname/Family Name:**  | **Preferred Title:** |
| **First Name(s):**  | **Previous Surname:** |
| **Date Name Changed:**  | **Date Name Changed:** |
| **Home Address:**  | **Present Address (if different):** |
|  |  |
|  |  |
|  |  |
| **Post Code:**  | **Post Code:** |
| **Telephone (Home):**  | **Telephone (Work):** |
| **Telephone (Mobile):**  | **Preferred Method of Contact:** |
| **Email:** |

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| **CURRENT EMPLOYMENT** (If you are not currently employed as a teacher please give details as appropriate) |
| **Name of Establishment:**  | **Employer:** |
| **Employer Address:** |
|  |
| **Post Code:**  | **Telephone Number:** |
| **Name of Headteacher:** |
| **Type of School:**  | **Key Stage:** |

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| **Post Held:**  | **Date Appointed:** |
| **Date of Continued Service:**  | **Date of Continued Service in Hertfordshire:** |
| **Pay Scale:**  | **Total Annual Salary:** |
| If your salary includes additional payments, what are they and what is the value? (e.g. TLR of £4,000) |
|  |
| **PREVIOUS EMPLOYMENT DETAILS** Please list in chronological order, with precise dates if possible, as this information may be used to assess salary. |
| a) In Education (Supply teaching appointments need not be listed individually) |
| **Employer and Establishment** | **Post and Grade** | **Type of School / Key Stage** | **From**  | **To**  | **Reason for Leaving** |
|  |  |  |  |  |  |

**Pag 2 of 6**

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| **b) Outside Education** |
| **Employer**  | **Post**  | **From**  | **To**  | **Reason for Leaving** |
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| **HIGHER EDUCATION** |
| **Establishment(s)**  | **From**  | **To** | **Full/** **Part-time** | **Qualification Awarded** |
| Degree  |  |  |  | Degree  | Class  | Division  | Date of award |
| or Cert.Ed |  |  |  |  |  |  |  |
| PGCE  |  |  |  | Key Stage |
| Other  |  |  |  | Subject |

**Pag 3 of 6**

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| **SECONDARY SCHOOL EDUCATION** |
| **Establishment(s)**  | **From**  | **To** |
|  |  |  |
| **Examinations** (for **first teaching appointment** in a Local Authority / Academies –maintained School in England or Wales please give details of ‘A’ Levels and GSCEs, or equivalent: i.e. Subject, Date, Results/Grade). |
| **Subject**  | **Date**  | **Results/Grade** |
|  |  |  |
| **OTHER QUALIFICATIONS OBTAINED** |
| **Course and Organising Body**  | **Date**  | **Qualification** |
|  |  |  |

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| **PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18** (Please give details) |
|  | **From**  | **To** |
| **Month**  | **Year**  | **Month**  | **Year** |
|  |  |  |  |  |
| **LEISURE INTERESTS** |

**Pag 4 of 6**

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| Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying. |
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| **REFERENCES** Please give the names, addresses and status of two referees who may be approached now. **References from friends or relatives are not acceptable.** (If you are currently employed as a teacher, one referee **must** be your present Headteacher). |
| **1) Name:**  | **Status:** |
| **Address:** |  |
|  |  |
|  |  |
| **Email:**  | **Telephone:** |
| **2) Name:**  | **Status:** |
| **Address:** |  |
|  |  |
|  |  |
| **Email:**  | **Telephone:** |

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

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| **ADDITIONAL INFORMATION** |
| **From what source did you learn of this vacancy?** |
|  |
| **Are you a relative or partner of any employee or governor of the School?** Yes/No **If yes**, please give details: …………………………………………………………... |
|  |
| **Has someone else completed this form on your behalf?**  | Yes/No |

**If yes**, please provide the person’s name and an explanation:

**Pag 5 of 6**

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| --- | --- |
| National Insurance No:  | Teacher Reference no(DfES) --/----- |
| Date of Recognition\*  | Date of registration with the GTC:. |
| **\*If this would be your first teaching appointment in a Local Authority / Academy – Maintained School in England or Wales, please attach a copy of your letter from the DFES granting you Qualified Teacher Status**. |
| **PENSIONS** |
| Are you currently in receipt of a pension from Teachers’ Pensions?  | Yes/No |
| Have you elected to OPT-OUT of the Teachers’ Superannuation Scheme?: | Yes/No If Yes, please provide date |
| Have you elected to participate in the Part-Time Teachers’ Superannuation Scheme? | Yes/No If Yes, please provide date |
| Have you elected to pay additional Superannuation Contributions through the Teachers’ Scheme?: | Yes/No If Yes, please provide date |
| **If yes**, please indicate whether these are: |  |
| i) Widower’s Contributions  | Yes/No % |
| ii) Purchase of Past added Years  | Yes/No % |
| iii) Additional voluntary contributions via Prudential Assurance Co.  | Yes/No % |

**Please attach a copy of the Teachers’ Pensions notification as appropriate.**

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)

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| **I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.** |
| **Signature:** |
| **Date:** |

**Pag 6 of 6**