Post Applied for: at: School

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).
For guidance on completing this form, please look at the Guidance Notes – Teachers document
All sections must be completed

PERSONAL DETAILS

Surname/Family Name:	**Preferred Title:**
First Name(s):	**Previous Surname:**
Home Address:	**Present Address (if different):**
Post Code:	**Post Code:**
Telephone (Home):	**Telephone (Work):**
Telephone (Mobile):	**Email:**
CURRENT EMPLOYMENT (If you are not currently employed as a teacher please give details as appropriate)	
Name of Establishment:	**Employer:**
Type of School:.	**Key Stage:**
Post Held:	**Date Appointed:**
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

b) Outside Education

Employer	Post	From	To	Reason for Leaving

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			

SECONDARY SCHOOL EDUCATION

Establishment(s)	From	To

Examinations (for **first teaching appointment** in a Local Authority –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

PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 (Please give details)

	From		To	
	Month	**Year**	**Month**	**Year**

LEISURE INTERESTS

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

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:	
Telephone:	
2) Name:	**Status:**
Address:	
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.

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:	

If you are not currently employed in a maintained school in this authority you must supply additional information below:

ADDITIONAL INFORMATION (for salary and pension purposes)	
This information is required **only if you are not currently employed in a maintained school in this authority.**	
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 – 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.

CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)

From 1st December 2012, the Criminal Records Bureau (CRB) will merge with the Independent Safeguarding Authority (ISA) to form the Disclosure & Barring Service (DBS) and new disclosure certificates received by the Council will be branded DBS. If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK.

DECLARATION

I certify that the information given above and overleaf is correct to the best of my knowledge.
I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.
I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.
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:

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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YOU NOW NEED TO COMPLETE THE ENCLOSED PERSON SPECIFICATION FORM

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