|  |  |  |
| --- | --- | --- |
| Job Ref: |  |  |
|  |  |
| Applic Ref: |  |
| **Confidential** |
| **Application for Teaching Appointment** |
| The school values diversity and is striving to be an Equal Opportunity Employer |
| We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.Please complete in black ink or type  |
| 1. Post applied for:

       |  | 1. School/Establishment:

      |
| Grade/Scale:       |
| **Personal** Please complete all sections to enable your application to be considered |
| 1. Surname: Dr/Mr/Mrs/Miss/Ms

      |  | 1. Forename(s):

      |
| Previous names: (if relevant)       |
|  |
| 1. Address:

       |  | 7. Date of Birth:       |
|  |
| 8. E-mail:       Fax:       |
|  |
| Postcode: |       |  | 9. Daytime telephone:       |
| 6. NI Number:       |  |  Evening telephone:       |
|  QTS ref no: |       |  |
|  QTS status:  | **Yes** | [ ]  | **No** | [ ]  | (please tick) |
|  NPQH:  | **Yes** | [ ]  | **No** | [ ]  | (please tick) | Date obtained:       |
|  |
| **Employment** Please give details of your present/most recent post |
| Post held:      | Scale/Allowance:       |
| Incremental point:       |
| Place of work:      | Annual salary:       |
| Date first went through threshold, if applicable       |
|  |
| Main duties/responsibilities:      |
| Date appointed to post:       | Date left (if applicable):       |
| Name and address of present or most recentschool:      | LA Name and address:      |
| Telephone:       |
| Date employed from:      Date employed to:       | E-mail:       |
| Fax:       |
|  |
| **Employment background** Please detail chronologically all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary/further education  |
| **Frommonth / year** | **Tomonth / year** | **Place of work / employer(if applicable)** | **Scale / grade** | **Title / responsibility** | **Reason for leaving** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
| Have you ever been dismissed by any of the above employers? |
| If yes, further details may be requested from you | Yes       | No       |
| **Education background** Secondary education |
| **Name of institution** | **From month / year** | **To month / year** | **Qualifications obtained**Please indicate level, subject(s), grades and dates of award |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| **Further, higher and professional education** Proof of qualifications will be required |
| **Name of institution** | **From month / year** | **To month / year** | **Qualifications obtained**Please indicate level, subject(s), grades and dates of award |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| **Professional development/training** State involvement in the last five years appropriate to your application |
| **Dates of course** | **Length of course** | **Details of course** | **Course provider** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| **Explanation of any gaps** Please explain any gaps in employment, education or training since leaving full time education |
|       |
| **Letter of application** Please attach your letter of application and all information that you feel would help evaluate your suitability for the post |
| **Early retirement or ill-health retirement** |
| Have you been granted early retirement or ill-health retirement from any Local Authority? | **Yes** | [ ]  | **No** | [ ]  | (please tick) |
| In order to comply with our Valuing Diversity Policy, please indicate if you have a disability? | **Yes** | [ ]  | **No** | [ ]  | (please tick) |
| If YES, do you require any adjustments to the recruitment process? | **Yes** | [ ]  | **No** | [ ]  | (please tick) |
| If YES, please give details in your application. |
| **Keeping Children Safe in Education** |
| The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a barred list check.**It is an offence to seek employment in regulated activity if you are on a barred list.**We’ll use the DBS check to ensure we comply with the ‘Childcare Disqualification Regulations’.**It is an offence to provide or manage childcare covered by these regulations if you are disqualified.** Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy notice. Do you have a DBS certificate?:  **Yes / No**(Delete as Appropriate)Date of check: If you’ve lived or worked outside of the UK in the Trust may require additional information in order to comply with ‘Safer Recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.Have you lived or worked outside of the UK in the last 10 years:  **Yes  /  No**  (Delete as Appropriate)   Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.We will not ask for any criminal records information until we’ve received the results of a DBS check.Any convictions listed on a DBS check will be considered on a case-by-case basis. |
|  |
|  |
| **General Data Protection Regulations**In accordance with current legislation you should be aware that the personal details submitted with this application form will be used only for selection and interview procedures and for employment records if the application is successful. Your information will be stored securely and only accessible to relevant persons in the course of their duties. Please go to [www.prestoleetrust.org](http://www.prestoleetrust.org) for the ‘Data Protection Policy’ and Privacy notice relating to Employment. |
| **References**  |
|  |
| Please give the name and address of two persons from whom references may be obtained, **one of these should be your current Head Teacher**. Applicants for voluntary aided schools may wish to include a referee from their relevant Church background. If not currently working with children, then one reference should be from a previous employer in a child related role, if applicable. **References from friends or relatives will not be accepted. References will be sought prior to interview.** |
|  |  |  |
| (1) Name: |       |  | (2) Name: |       |
|  Position held: |       |  Position held: |       |
|  |  |  |
| Address: (including Post Code)      |  | Address: (including Post Code)      |
| Telephone No: |       | Telephone No: |       |
| E-mail:  |       |  | E-mail:  |       |
| Fax: |       |  | Fax: |       |
|  |
| Current legislation means that you will need to provide documentary evidence (for example Passport or National Insurance Number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this prior to appointment. |
|  |

|  |
| --- |
| **Declaration**  |
|  |
| I confirm that the above information is complete and accurate. I understand that any offer of employment is subject to a) satisfactory referencesb) satisfactory Enhanced DBS clearance and Barred List check c) Information provided on this form is complete and accurated) a satisfactory medical reporte) S128 prohibition from management check (where appropriate) f) proof of identityg) proof of address h) checks on employment and training historyi) checks on relevant qualificationsj) signed code of conductk) NCTL teacher barring checksl) check on completion of teacher inductionI confirm that I have not been disqualified from working with children, cautioned, or sanctioned in this regard. |
| **Signature:** |  | **Date:** |  |