

WE ARE COMMITTED TO ATTRACTING, RETAINING AND DEVELOPING A DIVERSE AND SKILLED WORKFORCE

Please complete the application electronically or in BLACK INK. It is essential that the information given should be accurate, as it will be used for the assessment of salary in the case of successful applicants.

VACANCY DETAILS

Post applied for

PERSONAL DETAILS

Surname	<input type="text"/>	First Names	<input type="text"/>	Title	<input type="text"/>
Permanent Address:	<input type="text"/>		Address for this Correspondence:	<input type="text"/>	
Postcode:	<input type="text"/>	Postcode:	<input type="text"/>		
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>		
Email address	<input type="text"/>				
National Insurance No:	<input type="text"/>	DfES Teacher No:	<input type="text"/>		

FULL TIME EDUCATION

Secondary Schools attended, with dates and Examination Results
University or other Institution attended, with dates
Subjects Studied	Main: Other:
Degree or Certificate awarded, with dates (If Honours Degree state class)

PROFESSIONAL TRAINING (FULL OR PART TIME)

Please include Post Graduate, Supplementary, Advanced Courses, etc.

Training Establishments attended, with dates
Subjects Studied:	Main: Other:
Diplomas or Certificates awarded, with dates
Additional Qualifications gained (with dates) or being sought

Courses attended in last two years
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PENSION
Have you elected, via Teachers Pensions, to opt out of the Teachers Scheme? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you a member of the scheme for part-time Teachers? Yes <input type="checkbox"/> No <input type="checkbox"/> If you are a member of the Teachers Scheme please state whether additional contributions are made

PRESENT EMPLOYMENT
Local Authority Name and Address of School Type of School No. on Roll Post held Date appointment commenced Subjects taught Age Groups Taught Present Salary Present Salary Scale/Increment Point When could you take up duty, if appointed?

PREVIOUS TEACHING EXPERIENCE					
(Including Teaching Practice if First Application)					
Local Authority and School	Type and No. on Roll	Post Held	PERIOD OF SERVICE Give day, month and year		Reason for leaving
			From	To	

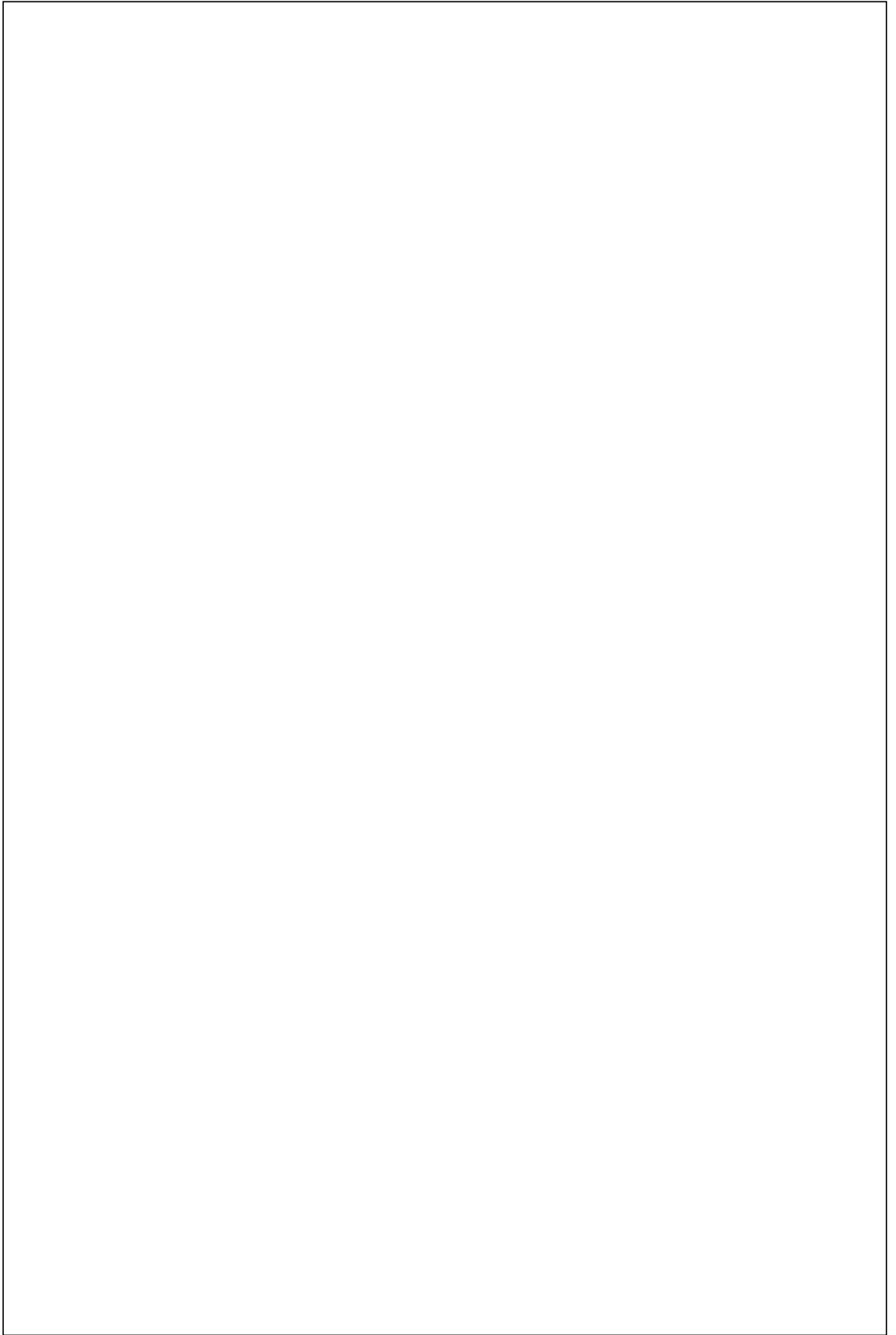
*N.B. - Please indicate: I for Infants, J for Juniors, J.I. for Juniors and Infants, S.M. for Secondary Modern, S.C. for Secondary Comprehensive, In. for Independent and sufficient description in the case of other Schools or Colleges. (Further details may be given on the back page, if necessary)

OTHER EXPERIENCE
Industrial, Commercial and periods of Unremunerated Activities with dates, after age 18.

INTERESTS
e.g. Music, Games etc.

LETTER OF APPLICATION

Please continue on an additional sheet if necessary



REFERENCES

Please give details of two people who are willing to give you a reference. One of these must be your present or most recent employer.

Name

Relationship to you

Address

Telephone No

.....

Email

Fax No

Can we take up a reference at this stage? Yes ☐ No ☐

Job Title.....

Relationship to you

Name

Relationship to you

Address

Telephone No

.....

Email

Fax No

Can we take up a reference at this stage? Yes ☐ No ☐

Job Title

Can we take up a reference at this stage? Yes ☐ No ☐

DISCLOSURE OF CRIMINAL BACKGROUND

Information requested under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Normally under the above act, some criminal convictions do not have to be disclosed after a period of time when they become 'spent'. This does NOT apply to posts which are involved with vulnerable groups (e.g. children, elderly people etc).

Due to the nature of the work for which you are applying, this post is made exempt from these rules by the above Order. This means that you MUST answer the following questions about current and ALL previous criminal convictions. Any information will be treated with the strictest confidence and will be considered only in relation to this application. Disclosure of a criminal record will not exclude you from the appointment unless the Droylsden Academy considers that the conviction renders you unsuitable.

Failure to disclose this information could lead to your application being rejected, or if you were appointed, to dismissal if it is subsequently learn that you have a criminal conviction.

Please delete as necessary:-

1) Have you ever been cautioned, or convicted of any criminal offence? Yes ☐ No ☐

If yes, please give details of the caution(s) or conviction(s) and date(s)

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2) Have you been charged with any offence which has not yet been brought to trial? Yes ☐ No ☐

If yes, give details of the charge and the date of the hearing (if known)

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If you are ultimately offered the position we will carry out an independent check through the Criminal Records Bureau.

I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to my dismissal.

Signed Date

ARRANGEMENTS FOR INTERVIEW

If you are a disabled person, are there any arrangements which we can make for you if you are called for interview and/or work based exercise? Yes ☐ No ☐

If YES, please specify, (e.g. sign language interpreter, audio tape, etc.).....

DECLARATION

I confirm to the best of my knowledge that the information given on this form is accurate and that I have not omitted any facts which may have a bearing on my application for employment.

(WARNING: *Any person appointed by Droylsden Academy having given false information will be liable to summary dismissal)

Signed Date

Interview expenses will not be refunded to a candidate who declines a teaching post which has been offered, or withdraws his/her candidature after interview. The approved expenses of the successful candidate will be paid when he/she has taken up his/her duty.

DATA PROTECTION ACT 1998

All information contained in this form will be treated as strictly confidential, when used for recruitment purposes only. However, Droylsden Academy is under a duty to protect public funds it administers and to this end may use this information you have provided on this form within its authority for prevention and detection of fraud. It may also share this information with other bodies administering public funds for this purpose. By supplying information, you will also be indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks which may be made. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of six months then destroyed. If you are a successful candidate your application form will be used as part of your personnel record.