

**Job Application Form for the post of Teacher**

CONFIDENTIAL

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| **Please complete this section from information on the job advert.** |
| **Job title** |

**Personal details**

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| Full name       Title Mr  Mrs  Ms  Miss  Other  Previous names  Address | **Home telephone number**  **Mobile number**        **Email** |
| Postcode |  |
| **National Insurance number** |  |
| **Are you qualified to work in the UK?** Yes  No | |
| **Are you applying for this vacancy as a job sharer?** Yes  No | |
| **Do you hold a full current Driving Licence or have access to Mobility Support.** Yes  No | |

**Professional details**

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| **Do you have Qualified Teacher Status?** Yes  No | |
| **DfE number** |  |
| **Date of recognition as a Qualified Teacher** |  |
| **Subjects taught** |  |
| **Key stages** |  |
| **Are you a member of the Teachers’ Pension Scheme?** Yes  No | |
| **Are you currently a member of any professional bodies?** YesNo | |
| **If yes, please give name of body** | |
| **Level of membership obtained and membership number** | |
| **Are you registered for CPD (Continuous Professional Development)?** YesNo | |

**Education/training/qualifications (to be verified at interview)**

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| --- | --- | --- | --- | --- |
| **School/college/  university/placement** | **Dates** | | **Courses taken/qualifications** | **Date acquired** |
|  | **From** | **To** |  |  |
|  |  |  |  |  |

**Present employment**

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| --- | --- | --- | --- | --- | --- | --- |
| **School and age range** | **Approx no. on roll** | **LEA** | **Post** | **Start date** | **Pay scale/ allowances** | **Notice required** |
|  |  |  |  |  |  |  |
|  |  |  |  |  | **Salary** | **Reason for leaving** |

**Previous teaching posts**

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| --- | --- | --- | --- | --- | --- | --- |
| **School and age range** | **Approx no. on roll** | **LEA** | **Post** | **From**  **M/Y** | **To**  **M/Y** | **Pay scale/ allowances** |
|  |  |  |  |  |  |  |

**Other employment/experience**

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| **Name and address of employer** | **Job title** | **From M/Y** | **To M/Y** |
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**Do you have any gaps in your employment/education history?** Yes  No

**If so, please give details**

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| **Start date** | **End Date** | **Reason** |
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**Relevant training courses attended – most recent first**

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| --- | --- | --- | --- |
| **Organising body** | **Course details** | **From M/Y** | **To M/Y** |
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**Further information in support of your application. Use this space to explain why you are the person for this role. Include any experience, skills or other information which you think makes you suited to this particular role. Your application may not be considered if you do not tailor it to the role for which you are applying.**

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**References**

Referees will be asked about whether the applicant has been the subject of any safeguarding concerns. Where possible you should include your current or most recent employer as a referee.

Referees should be a senior person with the appropriate authority.

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| **Present/most recent employer** | **Previous employer**  If no employment history, use teacher or similar. |
| **Name**  **Job title**  **Address**  **Postcode**  **Telephone number**  **Email address**  **In what capacity do you know the referee?** | **Name**  **Job title**  **Address**  **Postcode**  **Telephone number**  **Email address**  **In what capacity do you know the referee?** |
| Please tick this box if you would prefer us **not** to contact this referee prior to interview | Please tick this box if you would prefer us **not** to contact this referee prior to interview |
|  | |
| If you have worked with any employer you have listed above for less than 24 months, please add an additional referee below. | |
| **Additional Referee**  **Name**  **Job title**  **Address**  **Postcode**  **Telephone number**  **Email address**  **In what capacity do you know the referee?** |  |
| Please tick this box if you would prefer us **not** to contact this referee prior to interview |
| We reserve the right to take up references with any previous employer. | |
| Notes:  (i) Referees will be contacted before interviews unless otherwise requested  (ii) If any of your referees knew you by any other name, please write the name in the space below | |

**If you are related to any current employees, students, or governors, please state their name and the nature of your relationship.** (Canvassing of employees or stakeholders of Lykos Multi Academy Trust directly or indirectly in connection with this post will disqualify your application.)

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**Disclosure and Barring Service**

In the event of a successful application an Enhanced Disclosure will be sought from the Disclosure and Barring Service in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

**Do have any restrictions on being employed in the UK?** Yes  No

(If yes, please provide details)

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**Have you lived outside the UK for three or more months in the last five years?**

(If yes, please specify which countries and the month and year those stays started and ended.)

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**Declaration**

If it is found that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment, then your name will be withdrawn from the list of candidates. If such a discovery is made after you have been appointed, you may be liable to be dismissed.

I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

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| **Complete this section only if completing the form by hand.**  I hereby certify that all the information given by me on this form is correct to the best my knowledge, that all questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.  **Signature Date** |

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| Data Protection Act 2018  Lykos Multi Academy Trust will use the information provided on this form to process your job application. Information will remain confidential and is protected by the provisions of the Data Protection Act 2018. More information about how we use your personal data is available in the Privacy Notice which can be accessed by [clicking here](https://static1.squarespace.com/static/51f0faa3e4b027aa808bb9b2/t/65002c63babdd36ed17dbb6d/1694510180210/Privacy+Notice+-+Recruitment+2023.pdf).  You have the right to access copies of personal data that the school is processing. To exercise this, or other data protection rights, please contact our Data Protection Officer via e-mail at [dpo@hswv.co.uk](mailto:dpo@hswv.co.uk).  Lykos Multi Academy Trust may contact you in the near future for the purpose of completing a questionnaire with a view to improving the recruitment process. Please mark the following box if you do not agree to your data being used for this purpose:  Further information relating to the Data Protection Act 2018 can be found on the Information Commissioner's website at [www.ico.org.uk](http://www.ico.org.uk) |
| Criminal Records Self-Declaration Form  As part of our duty to safeguard our students, any candidate who is shortlisted is required to complete a self-declaration and declare whether they are barred from working with children or whether they have convictions that would make them unsuitable to work with children or in the role they are applying for.  **Note -** Shortlisted candidates will not be required to disclose convictions or cautions that are ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you are unsure whether one of your convictions is ‘protected’, you can check by following this link [GOV.UK](https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution) |



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| **Recruitment Monitoring Form**  This section forms an integral part of the application form and must be completed in full and accurately.  **This form is confidential and will not be seen by the selection panel.** The information provided on this tear-off slip will be used by the school only to monitor the effectiveness of its equal opportunities and recruitment policies, and will be used only as part of aggregated statistics.  *Please complete the following boxes as appropriate (use black pen if completing the form by hand).* | | | | | | | | | | | |
| **Gender**  **Disability** Do you consider yourself to be a disabled person as defined by The Equality Act 2010? Yes  No  If yes, please list below any special arrangements required: | | | | | | | | | | | |
| **Ethnicity**  To which ethnic group would you say you belong? *Mark one box only please.*  **White**  English/Welsh/Scottish/Northern Irish/British  Irish  Gypsy or Irish Traveller  Any other White background  **Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background  **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background  **Black or Black British**  Caribbean  African  Any other Black background  **Other ethnic group**  Arab  Any other ethnic group | **Age** | | | | | | | | | | |
|  | Please indicate the band in which your age falls. | | | | | | | | | | |
|  | Under 25 | | | | |  | | | | | |
|  | 25–34 | | | | |  | | | | | |
|  | 35–49 | | | | |  | | | | | |
|  | 50–65 | | | | |  | | | | | |
|  | Over 65 | | | | |  | | | | | |
|  | **Postcode** | | | | | | | | | | |
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|  | **I became aware of this vacancy through:** | | | | | | | | | | |
|  | Local Newspaper | | | | | | | | | |  |
|  | Jobcentre Plus | | | | | | | | | |  |
|  | School Website | | | | | | | | | |  |
|  | TES Online | | | | | | | | | |  |
|  | GOV Teaching Vacancies | | | | | | | | | |  |
|  | Other media \* | | | | | | | | | |  |
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|  |  | | | | | | | | | |  |
|  | \* Please specify publication / website: | | | | | | | | | | |
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| **For office use only**  Shortlisted Appointed |  | | | | | | | | | | |