**Application Form**

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| **Position Applying for** | | | |
| **Application for the role of:** |  | **How did you hear of this position:** |  |

Yes

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| **Personal Details** | | | |
| **Surname:** |  | **DFE Ref no. RP if applicable:** |  |
| **Title:**  (Mr, Mrs, Ms, Dr, Other) |  | **Email:** |  |
| **First names in full:** |  | **Home telephone no:** |  |
| **Previous names:** |  | **Work telephone no:** |  |
| **Current address**  **Including postcode:**  **Date moved to this address:** |  | **Mobile telephone no:** |  |
| **Are you currently entitled to live and work in the UK:** | Yes  Yes  Yes  No | **Nationality:**  **Former Nationality:**  **(if applicable)** |  |
| **Have you lived or worked overseas for a period of three months or more in any one country in the past five years:** |  | **If yes, please provide further details, including dates (mm/yy) and which countries you have lived:** |  |
| **Did you complete your teacher training outside of the UK:** | Yes  Yes  No | **If yes, please provide further details, including dates (mm/yy) and in which countries you trained:** |  |
| **Present Post** | | | |
| **Present Post (title):** |  | **Date Appointed:** |  |
| **Name & Address of School or Business:** |  | **Type of school or business:** |  |
| **If applicable age range:**  **NOR:** |  | **Notice period and**  **Current salary / total package:** |  |

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| **Education & Relevant Training (for teaching roles only)** | | | |
| **A. Training** | | | |
| **Name of teacher  training institution:** |  | | |
| **From: (Month)/(Year)** |  | **To: (Month)/(Year)** |  |
| **Qualification obtained:** |  | | |
| **Subjects, main  and subsidiary:** |  | | |
| **Age range of pupils:** |  | | |
| **Other special interests** |  | | |
| **Do you have Qualified Teacher Status: (QTS)** |  | | |

| **B. University, College, other institutions** (other than initial teacher training).  Give dates and state whether full-time or part-time courses | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Name of institution:** | | | | **From: (Month/Year)** | **To: (Month/Year)** |
| **1.** |  | | |  |  |
| **2.** |  | | |  |  |
| **3.** |  | | |  |  |
| **Degree/Diploma/Title:** | | **PT / FT** | **Subjects**  (main and subsidiary) | **Hons** (with class) **or pass grade** | **Date of award** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |

| **C. Secondary Education** | |
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| **Name of institution** (give dates) | |
| **1.** |  |
| **2.** |  |
| **Academic qualifications** (give subjects, grades and dates) | |
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| **Career History** | | | | | | |
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| Starting with the most recent/current, please detail **all** employment history since leaving school, including any unpaid or voluntary work, whether or not this overlaps with periods of paid employment (e.g. scout leader or sports coach). Please continue on a separate sheet if necessary. **Please leave NO gaps.** | | | | | | |
| **Dates  FROM:(M)/(Y)  TO: (M)/(Y)** | **Name and full address of employer**  Type of business or activity | **Nature of role (Teaching or non-teaching)** | **Approx. school roll and age range (if applicable)** | **Salary scale**  Include responsibility points | **P.T / F.T.**  State  proportion | **Reasons for leaving** |
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| **Breaks in Employment History** |
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| **If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times, eg, unemployment, raising family, voluntary work, training, long periods of sickness etc.** |
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| **In-service Training & Development** | | | |
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| **Give details of relevant courses and training undertaken in the last five years** | | | |
| **Dates and duration** | **Title of course / training**  **(incl. Home Study and  Distance Learning)** | **Name of provider**  eg, LA, College, etc | **Qualification obtained (if any)** |
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| **Professional Membership** | | |
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| **Please give details of any professional body membership which you hold** | | |
| **Start date** | **Professional Body** | **Membership Level** |
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| **References** |
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| **Please give the names, addresses and email of two employment referees who can be consulted regarding your professional ability for the post. References requests will be made by email and will be taken up before an offer of employment is made. It is the candidate’s responsibility to ensure that referees are made aware that they will be contacted and of timescales for providing references** |

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| --- | --- | --- | --- |
| **Name of Current/Most Recent Employment Referee:** |  | **Name of Second Referee:** |  |
| **Job Title:** | | **Job Title:** | |
| **Company/School Address:**  **Post Code:** | | **Company/ School Address:**  **Post Code:** | |
| **Company/School Email:** | | **Company/School Email:** | |
| **Company/School Telephone:** | | **Company/School Telephone:** | |
| **In what capacity is the above known to you?** | | **In what capacity is the above known to you?** | |
| **For non-teaching roles, please indicate if this Referee can be contacted prior to interview:**  **Yes No** | |

| **Applicant Statement** |
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| **Using the Job Description & Person Specification:**  • Please pick out those aspects of your experience or skills that are relevant to this post.  • Using examples, explain how your ability, skills and knowledge match those required for the appointment.  • Please consider experience in previous employment and also other interests outside work, such as at home, in   the community or through voluntary activities.  • Governors are particularly interested in your personal educational philosophy and how you would apply it to their school.  **Please keep your statement to 2 sides of A4, minimum font size Arial 10** |
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| **Protection of Children**  We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. |
| **Applicants are reminded that it is an offence to apply for a position involving regulated activity with children when barred from doing so.**  **Applicants shortlisted for interview will be required to complete a self-declaration detailing their criminal history and any sanctions that may make them unsuitable to work with children.**  **In addition, an online search will be carried out for short-listed candidates in relation to suitability to work with children.**  **All offers of appointment will be dependent upon the satisfactory completion of safer recruitment checks, including but not limited to an enhanced criminal disclosure check.** |
| **Have you had an enhanced DBS check in the past two years?** YES  NO  **Please state certificate number and give details** |

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| **Disclosure of Relationship** |
| **Are you related to, or a close friend of, a member of staff, governor, pupil or local authority:**  YES  NO |
| **If yes, please state the name, relationship and position held.** |
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**Declaration**

I hereby give my consent for the school and its appointed agents to process and retain on ﬁle information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be processed in accordance with data protection legislation.

The information supplied by you will be subject to verification and the school may contact people and/or organisations to confirm some of the facts contained in your application, eg, referees, previous employers, educational establishments, examination bodies, etc. The school may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

By signing this form, you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.

Declaration

The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post.

**Signature Date**

The school is committed to safeguarding and promoting the welfare of children and young persons and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau (CRB).

**Where to send your completed form**

Thank you for taking the time to complete this application form. Please take the time to check that you have completed all sections. Please email your application to [hr@undershaw.education](mailto:karen.marshall@undershaw.education).