

**TEACHING APPLICATION**

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| Post applied for:  |

# 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).

Please return by email to s.phillips@barnwell.herts.sch.uk as a “Word” attachment, together with your letter of application. Receipt of your application will be acknowledged via email.

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| **PERSONAL DETAILS (block capitals please)** |
| Surname/Family Name  | Preferred Title  |
| Previous Surname (if applicable) |  |
| First Name(s)  | Date of Birth / /  |
| Home Address  | Present Address (if different) |
|  |   |
|  Postcode  |  Postcode |
| Telephone (Home)  | Telephone  |
|  (Work)  | E-mail |

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| **CURRENT EMPLOYMENT** (if you are not employed as a teacher please give details as appropriate) |
| Name of Establishment  | Employer  |
| Type of School\* | Number on Roll  | Key Stage |
| Post Held  | Date Appointed  |
| Total Annual Salary  | Full/Part-Time (if P/T show fraction of Full-Time, e.g. 1/2, 3/5) |
| Grade of Allowance  |
| \*e.g. Primary, Voluntary Aided, Girls/Boys, Comprehensive, Independent | Reason for leaving: |

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| **PREVIOUS EMPLOYMENT DETAILS** |
| Please list in chronological order, with precise dates if possible as this information may be used to assess salary. For periods of part-time employment the fraction of full-time should be shown (e.g. 1/2, 3/5) or the average hours per week for hourly paid appointments. |
| a. IN EDUCATION (“Supply” teaching appointments need not be listed individually). |
| Employer and Establishment | Post and Grade | Type of School | Number on Roll | Key Stage | F/T or P/T | From | To |
| D | M | Y | D | M | Y |
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| b. OUTSIDE EDUCATION |
| Employer  | Post  | Full/Part Time | From | To |
| D | M | Y | D | M | Y |
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| HIGHER EDUCATION ESSENTIAL INFORMATION |
| Establishment(s) | From | To | Full/Part Time | Qualification Awarded |
| Degree | Class | Division | Date of Award |
| **Degree** |  |  |  |  |  |  |  |
|  Or Cert. Ed. |  |  |  | Key Stage for which trained  |
| PGCE |  |  |  | Subject(s)  |
| Other (state) |  |  |  |  |

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| **SECONDARY SCHOOL EDUCATION** |
| Establishment(s)  | From | To |
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| Examinations (please give details of ‘A’ levels and GCSEs, or equivalent i.e. Subject, Date, Result/Grade) |

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| OTHER QUALIFICATIONS OBTAINED |
| Course and Organising Body | Date | Qualification |
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| **SECOND SUBJECT** (please state up to what key stage you could teach a second subject to):  |

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| **PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 (please give details)** | From | To |
| D | M | Y | D | M | Y |
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| **IN-SERVICE TRAINING** |
| Please give details of courses relevant to this post attended within the last three years. | Date |
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| REFERENCES |
| Please give the names, addresses and status of two referees who may be approached now.(If you are currently employed as a teacher, one referee **must** be your present Headteacher). |
| 1 | Name  | Status  |
| Address  | Telephone STD Code  |
|  | **email** |
| 2 | Name  | Status  |
| Address  | Telephone STD Code  |
|  | **email** |
| 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. |

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| CRIMINAL CONVICTIONS |
| The post you are applying for is exempt from the 'Rehabilitation of Offenders Act 1974’. You are required to declare any convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/ cautions or reprimands, which are not protected, even if they are considered ‘spent’. Do you understand the above and agree to declare this information?**YES / NO**If you have any such information to declare you must complete and return the separate DBS Declaration Form on the Vacancies page of our website.  |

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| **Health** If you are successful in this application your appointment to this post will be subject to medical clearance. |

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| From what source did you learn of this vacancy? |

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| I hereby certify that the information given above and overleaf is correct to the best of my knowledge. |
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| Signature Date.  |
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| **LETTER OF APPLICATION**You are asked to submit a separate letter of application on white A4 paper (no more than two sides), indicating how previous or current responsibilities and/or experience are particularly relevant to this post. Please also make reference to any extra-curricular activities you currently/or would be willing to undertake. |

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| **ADDITIONAL INFORMATION**  |
| National Insurance No. |  |  |  |  |  |  |  |  |  |  | Previous Surname (if any)  |
| Teacher No.  |  |
| Date of Recognition\*  |
| \*If this would be your first teaching appointment in a maintained school in England or Wales, please attach a copy of your letter from the DSEE granting you Qualified Teacher Status unless you qualified by virtue of a Cert. Ed., B.Ed. or P.G.C.E.(Not FE) gained in England or Wales. |

When fully completed, please return by email TO s.phillips@barnwell.herts.sch.uk as a “Word” attachment, together with your letter of application. Receipt of your application will be acknowledged via email.