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**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](mailto: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](mailto: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.