

Post Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE NOTE IT IS AN OFFENCE TO APPLY FOR A ROLE WHERE THE APPLICANT IS BARRED FROM ENGAGING IN REGULATED ACTIVITY RELEVANT TO CHILDREN**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PLEASE TELL US HOW YOU HEARD ABOUT OUR VACANCY** | **TES****ONLINE** |  | **TEACH IN HERTS** |  | **OTHER inc. TES NEWSPAPER****(Please tell us)** |  |

**PLEASE COMPLETE ALL SECTIONS IN BLACK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname/Family Name:** | **Preferred Title:** |
| **First Name(s):** | **Previous Surname:** |
| **Home Address:** | **Present Address (if different):** |
|  |  |
|  |  |
|  |  |
| **Post Code:** | **Post Code:** |
| **Telephone (Home):** | **Telephone (Work):** |
| **Telephone (Mobile):** | **Email:** |
| **Date of Birth:** |  |
| **CURRENT EMPLOYMENT** (If you are not currently employed as a teacher please leave blank) |
| **Name of Establishment:** | **Employer:** |
| **Type of School:** | **Key Stage:** |
| **Post Held:** | **Date Appointed:** |
| **Pay Scale:** | **Total Annual Salary:** |
| If your salary includes additional payments, what are they and what is the value? (e.g. TLR of £4,000) |

|  |
| --- |
| **ADDITIONAL INFORMATION** |
| National Insurance No: | Teacher Reference No. |
| Date of Recognition\*  | Date of registration with the GTC:. |

Monk’s Walk School operates a Safer Recruiting Policy.

If called for interview you must bring with you:

* Passport
* Photocard Driving Licence
* Proof of your National Insurance Number
* Proof of your home address
* Signed Criminal Record Declaration Form in a sealed envelope
* Degree Certificate
* Proof of Teacher Reference Number (QTS Certificate)
* If relevant your Threshold Certificate and/or proof of your current pay *grade*

**PREVIOUS EMPLOYMENT DETAILS**

Please list in chronological order (most recent first), with precise dates if possible, as this information may be used to assess salary.

(Supply teaching appointments need not be listed individually)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer and** **Establishment** | **Post**  | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |

**HIGHER EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Establishment(s)** | **From** | **To** | **Full/****Part-time** | **Qualification Awarded** |
|  |  |  |  | **Degree Title** |
| Degree |  |  |  | Degree | Class | Division | Date of award |
| or Cert.Ed |  |  |  |  |  |  |  |
| PGCE |  |  |  | Key Stage |
| Other |  |  |  | Subject |

**SECONDARY SCHOOL EDUCATION**

|  |  |  |
| --- | --- | --- |
| **Establishment(s)** | **From** | **To** |
|  |  |  |

**Examinations** (Please give details of ‘A’ Levels and GSCEs, or equivalent: i.e. Subject, Date, Results/Grade)

|  |  |  |
| --- | --- | --- |
| **Subject** | **Date** | **Results/Grade** |
|  |  |  |

**OTHER QUALIFICATIONS OBTAINED**

|  |  |  |
| --- | --- | --- |
| **Course and Organising Body** | **Date** | **Qualification** |
|  |  |  |

**OTHER TRAINING UNDERTAKEN IN THE LAST 2 YEARS**

|  |  |  |
| --- | --- | --- |
| **Course and Organising Body** | **Date** | **Qualification** |
|  |  |  |

**PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18** (Please give details)

|  |  |  |
| --- | --- | --- |
|  | **From** | **To** |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |

**LEISURE INTERESTS**

|  |
| --- |
| Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying. |
|  |

**REFERENCES**

Please give the names, addresses and status of two referees who may be approached now. **References from friends or relatives are not acceptable.**

(If you are currently employed as a teacher, one referee **must** be your present Headteacher).

|  |  |
| --- | --- |
| **1) Name:** | **Status:** |
| **Address:** |  |
|  |  |
|  | **Email:** |
| **Telephone:** |  |
| **2) Name:** | **Status:** |
| **Address:** |  |
|  |  |
|  | **Email:** |
| **Telephone:** |  |

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.

|  |
| --- |
| **From what source did you learn of this vacancy?**  |
|  |
| **Are you a relative or partner of any employee or governor of the School?**  | Yes/No |
| **If yes**, please give details: …………………………………………………………... |
|  |
| **Has someone else completed this form on your behalf?**  | Yes/No |
| **If yes**, please provide the person’s name and an explanation: |
|  |

|  |
| --- |
| **DECLARATION**I certify that the information given above and overleaf is correct to the best of my knowledge. I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications. I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. |
| **Signature:** |
| **Date:** |

**SUPPLEMENTARY INFORMATION SHEET**