**JOB APPLICATION FORM**

**( Support Staff in Academy Trust)**

 **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 ensure that you complete all sections of the job application form.

 **All sections must be completed** .

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|  **PERSONAL DETAILS**  |  |
|  **Surname/Family Name:**  |  **Preferred Title:**  |
|  **First Name(s):**  |  **Previous Surname:**  |
|  **Date Name Changed:**  |  **Date Name Changed:**  |
|  **Home Address:**  |  **Present Address (if different):**  |
|  |  |
|  |  |
|  |  |
|  **Post Code:**  |  **Post Code:**  |
|  **Telephone (Home):**  |  **Telephone (Work):**  |
|  **Telephone (Mobile):**  |  **Preferred Method of Contact:**  |
|  **Email:**  |  |
|  **CURRENT EMPLOYMENT** ( If you are not currently employed as a teacher please give details as appropriate)  |
|  **Name of Establishment:**  |  **Employer:**  |
|  **Employer Address:**  |
|  |
|  **Post Code:**  |  **Telephone Number:**  |
|  **Name of Headteacher:**  |
|  **Type of School:**  |  **Key Stage:**  |

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|  **Post Held:**  |  **Date Appointed:**  |
|  **Date of Continued Service:**  |  **Date of Continued Service in Hertfordshire:**  |
|  **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)  |
|  |
|  **PREVIOUS EMPLOYMENT DETAILS**  Please list in chronological order, with precise dates if possible, as this information may be used to assess salary.  |
|  a) In Education (Supply teaching appointments need not be listed individually)  |
|   **Employer and**  **Establishment**  |  **Post and Grade**  |   **Type of**  **School / Key**  **Stage**  |  **From**  |  **To**  |  **Reason for Leaving**  |
|  |  |  |  |  |  |

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

|  |  |  |  |  |
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|  **b) Outside Education**  |  |  |  |  |
|  **Employer**  |  **Post**  |  **From**  |  **To**  |  **Reason for Leaving**  |
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|  **SECONDARY SCHOOL EDUCATION**  |
|  **Establishment(s)**  |  **From**  |  **To**  |
|  |  |  |
|  **Examinations** ( for  **first teaching appointment**  in a Local Authority / Academies – maintained School in England or Wales 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**  |
|  |  |  |
|  **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:**  |

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

 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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|  National Insurance No:  |  Teacher Reference no(DfES) --/-----  |
|  Date of Recognition\*  |  Date of registration with the GTC:.  |
|  **\*If this would be your first teaching appointment in a Local Authority / Academy – Maintained School in England or Wales, please attach a copy of your letter from the DFES granting you Qualified Teacher Status** .  |
|  **PENSIONS**  |
|  Are you currently in receipt of a pension from Teachers’ Pensions?  |  Yes/No  |
|  Have you elected to OPT-OUT of the Teachers’ Superannuation Scheme?:  |  Yes/No  If Yes, please provide date  |
|  Have you elected to participate in the Part-Time Teachers’ Superannuation Scheme?  |  Yes/No  If Yes, please provide date  |
|  Have you elected to pay additional Superannuation Contributions through the Teachers’ Scheme?:  |  Yes/No  If Yes, please provide date  |
|  **If yes** , please indicate whether these are:  |  |
|  i) Widower’s Contributions  |  Yes/No %  |
|  ii) Purchase of Past added Years  |  Yes/No %  |
|  iii) Additional voluntary contributions via Prudential Assurance Co.  |  Yes/No %  |

 **Please attach a copy of the Teachers’ Pensions notification as appropriate.**

 In the interests of economy, receipt of this application may not be acknowledged unless specifically requested ( in which case please enclose S.A.E)

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|  **I certify that the information given above and overleaf is correct to the best of my knowledge. 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:**  |