**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. | | | | | | | | |
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| **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:** | |  | | | | | | |
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|  | |  | | | | | | |
| **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:** |