

## Application form: Teaching posts

There are **three** parts to your application:

Part 1: The application form

Part 2: Supporting knowledge and skills profile showing how you meet the requirements for the advertised role

Part 3: The equal opportunities monitoring form.

Job details	
Post applied for	
Academy/location	
If appointed when can you start	

Personal details	
Last Name	
First name/s	
Preferred title	
Previous name/s	
Address& postcode	
Email address	
Correspondence address (if different from above)	
Daytime telephone number	
Home telephone number	
Mobile telephone number	

Additional personal details	
Teacher's Reference Number	
Date Qualified Teacher Status awarded in the UK	
QTS Number	
National Insurance Number	

<b>Education &amp; qualifications</b>		
(Note: Shortlisted candidates will be required to produced qualification certificates at interview)		
<b>O Level, GCSE, NVQs or equivalent</b>	<b>Date/s</b>	<b>School/College/University</b>
Qualification with grade/s		
<b>A and AS level or equivalent</b>	<b>Date/s</b>	<b>School/College/University</b>
Qualification with grade/s		
<b>Academic/Professional</b>	<b>Date/s</b>	<b>School/College/University</b>
Qualification with grade/s		
<b>Professional development/training</b>	<b>Date/s</b>	<b>Organisation/Professional body</b>

Insert rows if more space needed. Continue on separate sheet if necessary.

<b>Current or most recent post</b>	
<b>Name &amp; Address of employer</b>	
<b>Telephone no</b>	
<b>Position title</b>	
<b>Date appointed</b>	
<b>Current pay point and salary</b>	
<b>Additional allowances (Please specify)</b>	
<b>Are you still employed by this establishment?</b>	
<b>Date and reason for leaving (if applicable)</b>	

**Employment history**

- Please list most recent experience first
- Please account for gaps in employment

<b>Name of school or employer</b>	<b>Type of School &amp; number on roll</b>	<b>Post held</b>	<b>Period of service From - To (exact dates)</b>	<b>Reason for leaving</b>

Insert rows if more space needed. If there are any gaps in your employment history - ensure that these are accounted for.

## Declaration by applicant

Safety and welfare of children	
Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated? If yes, please give details.	
Disciplinary record	
Have you ever been dismissed from employment for a reason other than redundancy? If yes, please give details.	
Have you ever been suspended or subject to disciplinary action in any employment? If yes, please give details.	
Health	
Please note that the successful candidate may be required to complete a medical questionnaire and may be required to attend a medical examination. We will confirm sickness records with your past employer.	
Disability	
Do you have a disability as defined by the Equalities Act 2010? If yes, please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job.	
Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006	
Have you previously used, or do you currently use, any other surname/s?	
Do you have any criminal records to declare? <a href="http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf">http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf</a>	
Are there any current criminal proceedings against you, you wish to declare?	
<i>If 'YES' to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.</i>	
Disclosure and Barring Service (DBS)	
Do you hold an Enhanced DBS Certificate of Clearance?	

If 'YES', please state the disclosure number and date of your certificate	
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### List 99/PoCA

I can confirm that my name is not on List 99 and that I have not been banned from working with children:

Signature:		Date:	
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Print name:	
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I can confirm that my name is not on PoCA and that I have not been banned from working with children:

Signature:		Date:	
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Print name:	
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### Asylum and Immigration Act 1996

Do you have the legal right to live and work in the UK?	
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Is this subject to having a work permit?	
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### Referees

Name, address (including postcode) and status/position of at least two people to whom reference may be made who can comment on your teaching and/or leadership ability. One must be your present or most recent employer. The other must be a previous employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from a school, Higher Educational Establishment or an Initial Teacher Training provider at which you most recently carried out teaching experience. If you are not currently working with children, you should provide details of the employer where you last worked with children.

#### Referee one: Present/Most recent employer

Name:			
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Address:			
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Occupation:			
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Telephone no:		Fax no:	
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Email address:			
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#### Referee two

Name:			
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Address:			
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Occupation:			
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Telephone no:		Fax no:	
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Email address:			
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#### Referee three (optional)

Name:			
Address:			
Occupation:			
Telephone no:		Fax no:	
Email address:			
<p><b>NOTE:</b> References will be taken up if you are called for interview. If this is a problem, please indicate. In view of the nature of the job, no offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in the 'Previous Employment' section of this form. If, for any reason, you feel unable to give your present or most recent employer as a referee, please send a covering letter explaining why.</p>			

### Canvassing

You are required to declare any relationships with any staff at The Focus-Trust or any staff/governors at any Focus-Trust academy. Canvassing, whether direct or indirect, will invalidate your application.

Are you related to, or the partner of, any member, employee or governor of The Focus-Trust?

If yes, please give details.

### Declaration

I understand that the information contained in this form is personal data, which will be held on computer, and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Acts 1998 and GDPR 2018. I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such an appointment, or if discovered after employment, may lead to my dismissal.

If you are returning this form by email you will be asked to physically sign it at interview.

Signature:		Date:	
Print name:			

### Date protection and GDPR 2018

Focus-Trust will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal or safeguarding requirement to do so, or for the prevention and detection of fraud.

**Part two:**  
**Knowledge and skills profile**

**Knowledge, experience, skills or competencies**

*Please show that you have the knowledge, experience, skills or competencies asked for in the employee specification - gained either through work, education, home or voluntary activities.  
(Do not exceed two side of A4 paper.)*