

**TEACHING APPLICATION FORM**

(including headteachers and deputy headteachers)

Please complete in **black** as this form may be photocopied.

**1. APPLICATION FOR THE POST OF**

**2. PERSONAL DETAILS (BLOCK LETTERS PLEASE)**

Surname:

First Name(s):

Email address:

Telephone number(s):  
Home / work / mobile (please state)

National insurance number:

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

GTC Reg No./DFE Ref Number/Teacher No.

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

**3. EMPLOYMENT**

Name and address of current employer:

Name and address of establishment where employed  
(if different):

Postcode:

Present post:

Date appointed:

Current annual salary:

Point on pay spine:

TLRs:

Age range of pupils:

Number on roll:

Brief description of duties:

**Previous employment (most recent first and exact dates)**

| Employer<br>(if employed by an LEA, give<br>LEA and school/college) | Post | Grade Scale | Full or<br>Part-time<br>(give hrs) | Dates |   |    |   | Reason for<br>leaving |
|---|------|-------------|------------------------------------|-------|---|----|---|-----------------------|
|   |      |             |                                    | From  |   | To |   |                       |
|   |      |             |                                    | M     | Y | M  | Y |                       |
|   |      |             |                                    |       |   |    |   |                       |

Continue on separate sheet if necessary.

**4. EDUCATION AND TRAINING (Post 16 education and training (including teacher training))**

| Dates |    | Full or<br>Part-time | Name of<br>Educational<br>Establishment | Qualification<br>gained | Class of degree<br>e.g. Hons II (ii) | Date of<br>award |
|-------|----|----------------------|---|-------------------------|--------------------------------------|------------------|
| From  | To |                      |   |                         |                                      |                  |
|       |    |                      |   |                         |                                      |                  |

**Details of Teacher Training**

If qualified since 1999, please give date when Newly Qualified Teacher status awarded: \_\_\_\_\_

For newly qualified teachers only – please confirm current status of Induction Period including dates/outcomes or reviews:

1<sup>st</sup> Review:

2<sup>nd</sup> Review:

3<sup>rd</sup> Review:

Primary / Secondary / Further  
(please delete)

Age range for which trained \_\_\_\_\_

Main teaching subject: \_\_\_\_\_

Subsidiary subject(s): \_\_\_\_\_

**Other recent courses and INSET in which you have been involved in the past 3 years and which you consider relevant to this post.** (Please continue on separate sheet if necessary)

**5. PERIODS OF UNREMUNERATED ACTIVITY**  
(After the age of 18 years. e.g. Raising family, unpaid voluntary work, etc)

| How time was spent | Dates |    |
|--------------------|-------|----|
|                    | From  | To |
|                    |       |    |

## 6. REFERENCES

Please provide details of two referees below. One of the referees should be your present or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then headteachers, college lecturers or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. References from family or friends will not be accepted. The East Midlands Education Trust reserves the right to approach any previous employer or manager.

|                                |                                |
|--------------------------------|--------------------------------|
| Name:                          | Name:                          |
| Status:                        | Status:                        |
| Organisation (if appropriate): | Organisation (if appropriate): |
| Address:                       | Address:                       |
| Postcode:                      | Postcode:                      |
| Telephone number:              | Telephone number:              |
| Email address:                 | Email address:                 |
| How long known?                | How long known?                |

Do we have your permission to approach the above prior to interview?

**YES / NO**

If no, you may wish to give reason(s) \_\_\_\_\_

## 7. PENSION

If you have opted out of the Teachers' Pension Scheme, please give details:

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## 8. GENERAL

You are required to declare below any relationship with or to a Trustee or member of staff within the East Midlands Education Trust.

Please state name, relationship and school (if relevant):

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Have you ever been the subject of formal disciplinary proceedings?

YES/NO

If YES, please give brief details including dates:

## 9. DISCLOSURE OF CRIMINAL BACKGROUND

The Authority is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure and Barring Service.

Due to the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must provide information about all convictions, including those which for other purposes are 'spent' under the Provisions of the Act.

Please answer the following questions.

Have you ever been convicted of a criminal offence?

YES/NO

Have you ever been cautioned for a criminal charge?

YES/NO

Are you at present the subject of a criminal charge?

YES/NO

If YES to any of the above questions, please give brief details including dates.

## 10. HEALTH/MEDICAL DETAILS

**Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.**

## 11. ADDITIONAL INFORMATION

Is there any other information relevant to the recruitment process that you would like to advise us of, or any dates that you are not available for interview?

## 12. DATA PROTECTION ACT

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and HR administration. It will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission.

## 13. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

**The East Midlands Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Please return your completed form to arrive by the closing date to **NAME AND JOB TITLE** at **EMAIL ADDRESS**  
If you have not received a reply within the next 6 weeks, you should assume that your application has been  
unsuccessful.**

## EQUAL OPPORTUNITIES MONITORING FORM

***This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the recruitment panel.***

In order to ensure that discrimination does not take place during the recruitment process, the recruitment panel will not see the information you provide on the following pages. However, your personal details are needed to process your application and Sections One and Two must be completed for your application to be considered.

| <b>1. PERSONAL DETAILS (PLEASE COMPLETE IN BLOCK LETTERS)</b>     |                |
|---|----------------|
| Surname:  | Forenames:     |
| Title by which you wish to be referred:<br>(Mr/Mrs/Miss/Ms/Other) | Date of Birth: |
| Address for Correspondence:                                       |                |
| Home telephone no:  |                |
| Mobile telephone no:  |                |

## **2. DISABILITY**

The Equality Act 2010 defines disability as, "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities." The Act requires an employer to make "Reasonable Adjustments" to working conditions, in order to enable disabled applicants to have equal access to employment opportunities. The information disclosed here will only be used to enable a fair decision to be made and will not be used to discount applicants.

Do you consider yourself to have a disability? YES / NO

If you have answered Yes to the above, please answer the following question:

Is there any information that we need in order to offer you a fair selection interview?

## Equality in Employment Statement

*This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the Recruitment panel.*

The East Midlands Education trust, together with the recognised Trade Unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age or sexual orientation. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of services and in the provision of all services. One aim of this policy is to make sure that applicants for jobs are not discriminated against. The policy also aims to make sure that applicants are not disadvantaged by job conditions or requirements that are not relevant.

In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the Recruitment and Selection Monitoring information detailed below and overleaf.

Please double click to check the box, as appropriate

|                               |                               |                                 |  |
|-------------------------------|-------------------------------|---------------------------------|--|
| Your <b>gender</b> – are you: | Male <input type="checkbox"/> | Female <input type="checkbox"/> | Transsexual / Transgender <input type="checkbox"/> |
|-------------------------------|-------------------------------|---------------------------------|--|

|                 |                                |                                |                                |                                |                                    |
|-----------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------------------|
| Your <b>age</b> | 16-25 <input type="checkbox"/> | 26-35 <input type="checkbox"/> | 36-45 <input type="checkbox"/> | 46-55 <input type="checkbox"/> | 56 & over <input type="checkbox"/> |
|-----------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------------------|

I would describe my **ethnic origin** as: (please note this question does not refer to your nationality/country of origin)

|  |  |
|--|--|
| <b>White</b><br><input type="checkbox"/> English<br><input type="checkbox"/> Other British<br><input type="checkbox"/> Irish<br><input type="checkbox"/> Other white background ( <i>please describe</i> ) <div style="border: 1px solid black; width: 100%; height: 15px; margin-top: 5px;"></div>  |  |
| <b>Black or Black British:</b><br><input type="checkbox"/> African<br><input type="checkbox"/> Caribbean<br><input type="checkbox"/> Other Black background ( <i>please describe</i> ) <div style="border: 1px solid black; width: 100%; height: 15px; margin-top: 5px;"></div>  | <b>Asian or Asian British:</b><br><input type="checkbox"/> Indian<br><input type="checkbox"/> Pakistani<br><input type="checkbox"/> Bangladeshi<br><input type="checkbox"/> Chinese<br><input type="checkbox"/> Other Asian background ( <i>please describe</i> ) <div style="border: 1px solid black; width: 100%; height: 15px; margin-top: 5px;"></div> |
| <b>Mixed (dual heritage):</b><br><input type="checkbox"/> Asian and White<br><input type="checkbox"/> Black African and White<br><input type="checkbox"/> Black Caribbean and White<br><input type="checkbox"/> Other mixed background ( <i>please describe</i> ) <div style="border: 1px solid black; width: 100%; height: 15px; margin-top: 5px;"></div> | <b>Other ethnic group:</b><br><input type="checkbox"/> Arab<br><input type="checkbox"/> Gypsy<br><input type="checkbox"/> Irish Traveller<br><input type="checkbox"/> Romany<br><input type="checkbox"/> Other ethnic group ( <i>please describe</i> ) <div style="border: 1px solid black; width: 100%; height: 15px; margin-top: 5px;"></div>            |

|   |
|---|
| What is your <b>religion or belief</b> ?<br><input type="checkbox"/> No religion/belief <input type="checkbox"/> Christian <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Other religion ( <i>please describe</i> ): <div style="border: 1px solid black; width: 100%; height: 15px; margin-top: 5px;"></div>  |



Other belief (please describe):

What is your sexual orientation?:

Heterosexual  Bisexual  Gay man  Lesbian

If you consider yourself to be disabled, please specify:

Communication  Hearing  Learning  Mental Health  Mobility  Physical  Visual  Other

Please give further details below if you wish:

**How did you find out about this vacancy?**

East Midlands Education Trust Website

National Press (please specify)

\_\_\_\_\_

Website (please specify)

\_\_\_\_\_

Word of Mouth

Other (please specify)

\_\_\_\_\_

## APPEALS PROCEDURE

The East Midlands Education Trust operates a recruitment appeals procedure. If you consider that you have been discriminated against during recruitment because of your race, disability, gender, belief or religion, age or sexual orientation, send full details within 14 days of the alleged act taking place (or within 14 days of the recruitment procedure) to the HR Director, East Midlands Education Trust, c/o The West Bridgford School, Loughborough Road, West Bridgford, Nottingham, NG2 7FA. Please state the post title and the grounds on which it is considered that the discrimination has occurred.

## DECLARATION

I consent to the collection, storage and use of my race, disability, gender, belief or religion, age or sexual orientation details. I understand that these details will not be used as part of the selection process. I understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of the school's Equal Opportunity policy.

Signed \_\_\_\_\_

Date \_\_\_\_\_

