

Job Application Form



Job Title:

Job Ref No:

Closing Date:

Please return this completed application form to: Director of HR: Joy Griffiths Email: jgriffiths@swatrust.co.uk

Post to:

Please tell us where you saw this position advertised?

Please put one answer only, stating the name of the publication/website/or other as applicable.

Newspaper Advertisement

Website

Word of mouth

Other, please specify

SECTION 1

Personal Information

Are you already an employee of a LA maintained, academy or free school?

Yes

No

If YES what is your employee payroll number?

Title: First name:

Last Name: Preferred Name:

Any Former Names (In full)

Teacher Reference Number:

QTS/QTLS: Yes

No

National Insurance Number:

Address:

Post Code:

Daytime Phone No: Evening Phone No:

Mob Phone No:

Email Address:

Please read the enclosed guidance notes about the job that you are applying for.

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SECTION 2

Flexible working

Are you applying to do this job on a part time/ job share basis?

Yes

No

If YES, please give details of the number of hours/days per week that you wish to apply for:

If you wish your application to be considered on a joint basis with somebody else also wishing to job share. Please give his/her name and contact details

Please use this section to answer the specific questions set out in the recruitment pack. If there are no specific questions provided, then you should use this section to provide evidence of how you meet each of the essential and desirable criteria set out in the person profile and to provide a supporting statement, enlarging on the information provided elsewhere in this application form. You should indicate any special areas of teaching interest and give clear examples of your previous responsibilities and achievements. Examples could come from paid or unpaid work or any other activities that you have undertaken that you feel are relevant to the job you are applying for.

You should also use this section to include other information about why you want the job and anything else you wish to say. If you are hand writing your form, please continue on a separate sheet if necessary (clearly marking your National Insurance number and the job for which you are applying on each separate sheet).

Job Application Form..cont'd



A large, empty rectangular box with a light blue border, intended for the applicant to provide their details and responses.

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SECTION 3

Work and Other Relevant Experience

PLEASE

- List below a full and unbroken record of your employment and other activities, either paid or unpaid (e.g. voluntary work, care of children or other relatives etc, whether or not you feel these are relevant to the post you are applying for).
- Photocopy these pages if you need to, in order to provide a full and unbroken record.
- Start with your current or most recent post and work backwards.
- Detail the circumstances of your leaving each post under 'reason for leaving' and the way your employment ended e.g. to care for relatives, accepted voluntary redundancy etc)

Period of Employment: Dates From

To

Name and Address of School/Establishment:

Job status. i.e. Qualified Teacher/NQT/Instructor/Overseas Trained

Salary Details. i.e. Give points awarded for: Qualifications, Experience, TLR, Recruitment, Retention, Special Needs, Total Salary p.a., Salary Protection

Job Title and brief description of duties (include Key Stage, age group taught, number on school roll for all teaching posts):

Reason for Leaving

continued..

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Period of Employment: Dates From	<input type="text"/>	To	<input type="text"/>
Name and Address of School/Establishment:			
<input type="text"/>			
Job status. i.e. Qualified Teacher/NQT/Instructor/Overseas Trained			
<input type="text"/>			
Salary Details. i.e. Give points awarded for: Qualifications, Experience, TLR, Recruitment, Retention, Special Needs, Total Salary p.a., Salary Protection			
<input type="text"/>			
Job Title and brief description of duties (include Key Stage, age group taught, number on school roll for all teaching posts):			
<input type="text"/>			
Reason for Leaving	<input type="text"/>		

Period of Employment: Dates From	<input type="text"/>	To	<input type="text"/>
Name and Address of School/Establishment:			
<input type="text"/>			
Job status. i.e. Qualified Teacher/NQT/Instructor/Overseas Trained			
<input type="text"/>			
Salary Details. i.e. Give points awarded for: Qualifications, Experience, TLR, Recruitment, Retention, Special Needs, Total Salary p.a., Salary Protection			
<input type="text"/>			
Job Title and brief description of duties (include Key Stage, age group taught, number on school roll for all teaching posts):			
<input type="text"/>			
Reason for Leaving	<input type="text"/>		

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SECTION 4

Qualifications and Training

Secondary Education (CSE, GCE, GCSE, RSA, A/AS level etc or other equivalent)

Date mm/yyyy			
GCSE SUBJECT		GRADE	
GCSE SUBJECT		GRADE	
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GCSE SUBJECT		GRADE	

Date mm/yyyy			
As LEVEL SUBJECT		GRADE	
As LEVEL SUBJECT		GRADE	
As LEVEL SUBJECT		GRADE	
As LEVEL SUBJECT		GRADE	
As/A LEVEL SUBJECT		GRADE	
As/A LEVEL SUBJECT		GRADE	
As/A LEVEL SUBJECT		GRADE	
As/A LEVEL SUBJECT		GRADE	

Date mm/yyyy			
OTHER			

Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required at interview. Do not send anything now. Further information will be sent to you should you be invited to interview.

continued..

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SECTION 4

Qualifications and Training

Further and Higher Education (Degree, Diploma, BTEC, NVQ etc or other equivalent)

Date mm/yyyy	<input type="text"/>
QUALIFICATION & EXAMINATION BODY	<input type="text"/>
SUBJECT	<input type="text"/>
PASS LEVEL/GRADE	<input type="text"/>

Date mm/yyyy	<input type="text"/>
QUALIFICATION & EXAMINATION BODY	<input type="text"/>
SUBJECT	<input type="text"/>
PASS LEVEL/GRADE	<input type="text"/>

Date mm/yyyy	<input type="text"/>
QUALIFICATION & EXAMINATION BODY	<input type="text"/>
SUBJECT	<input type="text"/>
PASS LEVEL/GRADE	<input type="text"/>

Other relevant qualifications or training including membership of professional bodies, relevant courses attended and driving license(s) held if relevant to post applied for.

Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required at interview. Do not send anything now. Further information will be sent to you should you be invited to interview.

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Qualifications and Training

Personal Interests, Hobbies, Voluntary Work (If releveant to post applied for).

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SECTION 5

Declarations

Entitlement to Work in the UK

Are you currently eligible to work in the UK?

Yes No

If Yes, are there conditions attached (e.g. time limits)? If Yes, please give details below:

Yes No

To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines.

Do not send anything now, further information will be sent to you should you be invited to interview.

We are committed to equality of opportunity. Your current immigration status will not be taken into account when assessing your application against the selection criteria for the post.

Canvassing of Trust/Board Members, School Governors, Senior Employees or other members of the school community

Canvassing of Trust/Board Members, School Governors, Senior Employees or other members of the school community by you or on your behalf is strictly forbidden and may invalidate your application. Please indicate here if you are related to any Trust/Board Members, School Governors, Senior Employees or other members of the school community, giving their name and position/role. Please state None if appropriate.

Police and Criminal Record

The job you are applying for has been identified as involving supervising, caring for or otherwise connected with children and/or young people. In view of this, you must declare all * convictions, cautions, and/or bindovers for criminal offences, even where they are "spent" as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations. You are also required to give details of any reprimands or warnings that you may have received. An enhanced Disclosure & Barring Service (DBS) certificate with a check of the children's barred list will also be required.

* The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, <https://www.gov.uk/government/publications/dbs-filtering-guidance>

Details of criminal convictions, cautions and/or bindovers, reprimands or warnings:

Please state 'None' if appropriate, or continue on a separate sheet if necessary, clearly marking your National Insurance number and the post you are applying for on each separate sheet.

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SECTION 6

Transferable Service

The transfer of continuous service from other schools and Local Authorities may be possible. If you think this applies to you please provide the date from which your continuous service commences and the name of the organisation.

Date mm/yyyy	<input type="text"/>	Organisation:	<input type="text"/>
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SECTION 7

References

Please give the names and contact details of at least two referees who have knowledge in a professional capacity. One of them must be your current / most recent employer or tutor and your references must cover all employment and/or any voluntary work in the past five year period. References should be provided by the Headteacher/establishment manager. Personal references should only be provided where no alternative employer or educational referee is appropriate. Give details of additional referees on a separate sheet if necessary

Reference 1:	Reference 2:
Name:	Name:
Address:	Address:
.....
Postcode:	Postcode:
Tel No:	Tel No:
Email:	Email:
Employer <input type="checkbox"/> Educational <input type="checkbox"/> Personal <input type="checkbox"/>	Employer <input type="checkbox"/> Educational <input type="checkbox"/> Personal <input type="checkbox"/>
School/Organisation:	School/Organisation:
.....

It is normal practice to take up references before interview.
Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

Yes

No

It is normal practice to take up references before interview.
Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

Yes

No

We operate a policy of open references. This means that you may read any references received in relation to you, on written request.

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SECTION 8

Health

Give information relating to any medical condition or disability which may require us to make a reasonable adjustment to the recruitment process in order to facilitate your application.

Declaration and Data Protection Statement

I consent to the school carrying out checks and using information provided from the checks and this application form when making a decision about my suitability to work with or be in regular contact with children. I understand that the school will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature. I understand that it is an offence to make a statement which is false or misleading in an application for registration. I give consent for the school to carry out checks and use the information from the declaration and consent form and third party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to make a decision about my suitability. I consent to the school carrying out on-line status checks using the DBS Update Service as and when required. I have read the guidance notes accompanying this form. To the best of my knowledge, the information I have supplied on this form and any attachments is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.

Signed:

Date:

Details of your application including your personal details will be stored in our archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants).

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SECTION 9

Equal Opportunities

These pages must be detached by the school before considering application against selection criteria.

We are committed to equality of opportunity and require the following questions to be completed by all applicants. If you are uncomfortable answering a question, please tick the 'prefer not to disclose' option.

The information is collected for statistical purposes only and will not be used as part of the selection process.

Ethnic Origin

Please select one description from numbers 1-18 (below) that best fits your ethnic origin. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin in the space provided.

<input type="checkbox"/>	Prefer not to disclose	<input type="checkbox"/>	9. Pakistani
<input type="checkbox"/>	1. British	<input type="checkbox"/>	10. Bangladeshi
<input type="checkbox"/>	2. Irish	<input type="checkbox"/>	11. Any other asian origin
<input type="checkbox"/>	3. Any other white origin	<input type="checkbox"/>	12. Caribbean
<input type="checkbox"/>	4. White & Black Caribbean	<input type="checkbox"/>	13. African
<input type="checkbox"/>	5. White & Black African	<input type="checkbox"/>	14. Any other black origin
<input type="checkbox"/>	6. White & Asian	<input type="checkbox"/>	15. Chinese
<input type="checkbox"/>	7. Any other mixed origin	<input type="checkbox"/>	16. Gypsy / Traveller
<input type="checkbox"/>	8. Indian	<input type="checkbox"/>	17. Other - please specify

Nationality

Please tell us your nationality

e.g. British Citizen,

Portuguese Citizen

Prefer not to disclose

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SECTION 9

Equal Opportunities

Religion or Belief

Please see guidance notes for more information on why we are asking for this information.

<input type="checkbox"/> Prefer not to disclose	<input type="checkbox"/> 1. Rastafarian	<input type="checkbox"/> 15. Other please specify
<input type="checkbox"/> 1. Baha	<input type="checkbox"/> 2. No religion / belief	<div style="border: 1px solid #ccc; height: 100px;"></div>
<input type="checkbox"/> 2. Hindu	<input type="checkbox"/> 3. Christian	
<input type="checkbox"/> 3. Jewish	<input type="checkbox"/> 4. Jain	
<input type="checkbox"/> 4. Zoroastrian	<input type="checkbox"/> 5. Sikh	
<input type="checkbox"/> 5. Buddhist	<input type="checkbox"/> 6. Humanist	
<input type="checkbox"/> 6. Muslim	<input type="checkbox"/> 7. Pagan	

Gender

Sexual Orientation

Please see guidance notes for more information on why we are asking for this information.

<input type="checkbox"/> Prefer not to disclose	<input type="checkbox"/> 3. Gay
<input type="checkbox"/> 1. Heterosexual	<input type="checkbox"/> 4. Lesbian
<input type="checkbox"/> 2. Bisexual	<input type="checkbox"/> 5. Trans

Disability

The Equality Act 2010 defines a person as having a disability if she/he has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his/her ability to do normal daily activities.

Do you have a disability as defined above?

Yes No

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise?

Yes No

If yes, please specify (e.g. ground floor venue, sign language interpreter, audio tape etc)