Staffordshire County Council

# Teachers Application Form

If you need a copy of this information in large print, Braille, another language or on cassette, please ask us

**R6**

| | | | |
|---|---|---|---|
| Application for the Post of: | | Job No: | |
| School Name: | | Candidate Ref No. | |

If you are a current employee are you applying for this post as a redeployee? Yes ☐ No ☐

## 1. Personal Information

| | | |
|---|---|---|
| Last Name | | Previous Name(s): (if applicable) |
| First Name(s): | | |
| Home Address: Please specify alternative correspondence address on a separate sheet. | Postcode: | |
| E-mail address: | | |

National Insurance Number (If you have one): | | | | | | | | | |

Date of Birth: | | | |

Do you have a full current driving licence? Yes ☐ No ☐

Do you have daily use of a vehicle? Yes ☐ No ☐

Do you have any penalty points on your licence? Yes ☐ No ☐

If so, how many? | |

Home Telephone Number:

Work Telephone Number:

Mobile Telephone Number:

Do you consider yourself to have a disability? Yes ☐ No ☐

(NB: The Equality Act defines a person as having a disability if he/she "has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities")

Cheadle Primary School operates an interview guarantee scheme for people with a disability and who meet the essential criteria of the post.

If you have a disability, are there any arrangements which we can make for you if you are called for interview? Yes ☐ No ☐

If Yes, please outline your requirements:

How did you find out about this job?

Are you applying on a job share basis? Yes ☐ No ☐

If so, please state the proportion of full-time you are willing to work:

## 2. Qualified Teacher Information

a) Date of gaining Qualified Teacher Status:

b) Teacher Registration number:

c) If you qualified after 7th May 1999, have you completed your induction year? Yes ☐ No ☐ If yes, give date

d) Have you passed your skills tests? (Trainees only) Numeracy ☐ Literacy ☐ ICT ☐

If not, when do you expect to complete them?

Successful applicants will be required to provide evidence of their registration with the Teaching Agency

## 3. Present (or Most Recent) Employment

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|---|---|---|---|
| Job Title: | | | |
| Company/School Name, Address & Telephone Number: | | | |
| Start Date: | | End Date: (If applicable) | |
| Salary: | | Allowances: (Please specify) | |
| Brief Details of Post: | | | |
| If this post is a Teaching Role please complete the following section: | | | |
| Subject/ Specialisms: | | Employer: (e.g. Local Authority) | |
| Approximate number on roll: | | Age range taught: | |

**4. Previous Employment**

Beginning with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education. (Continue on a separate sheet if necessary).

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|---|---|---|---|
| Job Title: | | | |
| Company/School Name, Address & Telephone Number: | | | |
| Start Date: | | End Date: (If applicable) | |
| Salary: | | Allowances: (Please specify) | |
| Brief Details of Post: | | | |
| If this post is a Teaching Role please complete the following section: | | | |
| Subject/ Specialisms: | | Employer: (e.g. Local Authority) | |
| Approximate number on roll: | | Age range taught: | |

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|---|---|---|---|
| Job Title: | | | |
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| Start Date: | | End Date: (If applicable) | |
| Salary: | | Allowances: (Please specify) | |
| Brief Details of Post: | | | |
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| Subject/ Specialisms: | | Employer: (e.g. Local Authority) | |
| Approximate number on roll: | | Age range taught: | |

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|---|---|---|---|
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| Start Date: | | End Date: (If applicable) | |
| Salary: | | Allowances: (Please specify) | |
| Brief Details of Post: | | | |
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|---|---|---|---|
| Job Title: | | | |
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| Start Date: | | End Date: (If applicable) | |
| Salary: | | Allowances: (Please specify) | |
| Brief Details of Post: | | | |
| If this post is a Teaching Role please complete the following section: | | | |
| Subject/ Specialisms: | | Employer: (e.g. Local Authority) | |
| Approximate number on roll: | | Age range taught: | |

**5. Other Relevant Experience**

**6. Education**

Please give details of all nationally recognised qualifications awarded/results awaited; **from GCE Advanced Level to Further Degree Level** or their equivalents in chronological order.

| Attended | | Name of School/College: | Qualification: | Subject: | F/T or P/T | Grade/ Level: | Date Gained: |
|---|---|---|---|---|---|---|---|
| From (mm/yy) | To (mm/yy) | | | | | | |
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Copies of essential qualifications will be required on appointment.

## 7. Training (Other Continuing Professional Development)

Please list any relevant courses or training you have attended in the last five years starting with the most recent (Please continue on a separate sheet if necessary). If applying for a headship, please include details regarding NPQH.

| Title of Course: | Organising Body: | Awards (if any): | Date of Attendance: (mm/yy) |
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## 8. Letter of Application

**Please attach a separate letter of application** – of no more than 2 sides of A4 to support your application. Details of the specific topic to be addressed will be found in the recruitment literature.

## 9. Self-declaration of criminal record

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These 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 on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. An Enhanced DBS check will be obtained.

Cheadle Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**10. Immigration, Asylum and Nationality Act 2006**

All shortlisted applicants will be required to provide original material evidence of their Eligibility to Work in the UK. With reference to the accompanying Guidance Notes please confirm that you are able to provide the appropriate documents.

Yes ☐ No ☐

**11. Health Requirements**

Appointment is subject to a satisfactory medical report from the County Occupational Health Physician.

**12. References**

One reference should relate, if applicable to your present job, or most recent employer, or a member of the School/University Academic Staff. Please state in what capacity the two referees are acting, e.g. current employer. Please include name, address, telephone number and e-mail address if known. If you have recently left full-time education, please ensure you include a Head Teacher/College/University Principal (or their representative) as one of your references.

**1st Referee**

Name:

E-Mail Address: (Please provide wherever possible)

Address:

Telephone No: Capacity:

**2nd Referee**

Name:

E-Mail Address: (Please provide wherever possible)

Address:

Telephone No: Capacity:

**Please note:** The post you are applying for forms part of the Children's Workforce and your references will be contacted should you be shortlisted for interview.

**13. Declarations**

To your knowledge are you related to a member of staff, governor of the school or anyone elected to or employed by Cheadle Primary School?

Yes ☐ No ☐

If 'Yes', please state their name and position held:

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The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 1998 the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of after 6 months.

I declare that all the information I have provided is true, that I have not canvassed a member of Cheadle Primary School, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member of the School or MAT or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed:

Date:

Please remember to complete and return the recruitment monitoring form.