



St. John's CE Middle School Academy



Application Form

TEACHING

Candidate's Name

School/Establishment: St. Johns Church of England Primary School

Post:

Thank you for requesting an application form for the above vacancy. Please ensure that you complete all sections of this form in black ink or typeface to enable photocopying of the form. Please do not send your Curriculum Vitae (CV) or any Testimonials unless requested.

Forms will only be acknowledged if a stamped addressed envelope is enclosed on return.

1. Personal Details

Surname/Family Name:

Forename(s):

Former Surname/Family Name:

Preferred Title: (Mr/Mrs/Miss/Ms/Other):

Date of Birth:

Home Address:

Contact Address if different from above:

Post Code:

DFEE Reference No.:

National Insurance No:

Tel. No. (Home):

Tel. No (Mobile):

Email address:

Disability

The Governing Body undertakes to interview disabled people who meet the minimum/essential criteria detailed on the person specification. For these purposes, disability is defined as any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.

Please confirm therefore whether you have a disability

Yes

No

If you need any particular arrangements to be made for interview please specify:

Relationships

Are you related to an employee or Governor of the school

Yes

No

If yes, please state relationship:

Note: *Canvassing will lead to disqualification for appointment.*

Pension

Are you in receipt of a Teacher's Pension?

Yes

No

If yes, please specify reason and date:

2. Education, Training and Qualifications

Please give brief details of all training and other courses you have undertaken whether or not they are relevant to this post

Name of School/College/ University attended	From – To (Month/Year)	(*) Qualifications including Grades	Date Obtained (Month/Year)
1. Schools (after age 11) 2. Further or Higher Education (Full and Part Time) 3. Teaching Qualifications Age range:			
4. Professional Development (relevant courses and other including dates)			
5. Membership of Professional Bodies (excluding Teachers' Professional associations)			

** Applicants invited for interview may be required to produce documentary evidence of their qualifications*

3. Employment/Work Experience

Please include any previous work experience, either paid, unpaid or voluntary starting with the most recent

3a. Current/most recent School or other employer (with address)	Post Held	Point on pay spine (indicate responsibility points)	Date Started	Full or Part Time	Date employment ceased if applicable
<p>Employing Authority:</p> <p>Age Range:</p> <p>Boys/Girls/Mixed:</p> <p>Approx. No. on Roll</p>					
Duties and Responsibilities					

3b. Previous Schools or other employers/ employer and Employing Authority	Age Range + Boys/ Girls/ Mixed	Approx. No. on Roll	Position Held and Responsibilities (and full time or part time)	Dates From	To	Reasons for Leaving
				Month/Year		

4. Supporting Statement

Please use this space to give information in support of your application for this post. You may wish to include details of any interests, experience, responsibilities or educational philosophy which you consider relevant.

(Continue on a separate sheet if necessary)

5. Health

If you are offered a post with the School it may be subject to a medical check.

6. Convictions/Disqualifications

EXEMPT EMPLOYMENT

Please give details and dates of (a) Any convictions (including driving offences) and/or (b) Disqualification from driving or performance of professional duties

This post is an "exempted office/employment" under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. This means that you **must** provide details about any and all convictions you may have regardless of their status. This includes all convictions, cautions and bind-overs which could otherwise be considered as "spent". Failure to disclose convictions may result in the withdrawal of your application or dismissal from any job offered in relation to this form. The information provided will be treated as confidential and you may, if you wish, attach additional pages explaining the situation.

7. References

Please give details of two people who are able and willing to comment on your suitability for this job. If you are or have been employed, one should be your present or most recent employer.

Please remember to include a church referee if requested in the post details

A. Name:

Address:

Tel. No:

Email:

Relationship to you eg. Headteacher:

B. Name:

Address:

Tel. No:

Email:

Relationship to you eg. Headteacher:

Note: Unless you specify otherwise, we will not consult you prior to approaching these referees.

8. Declaration

I declare that the information given in this application is correct and complete.

Signature Date

Note: False statements or failure to disclose any information requested in this application form may disqualify a candidate. Discovery after appointment may lead to dismissal or disciplinary action by the School.

The Spire Church of England Learning Trust

Equal Opportunities Monitoring Form

The Spire Church of England Learning Trust is committed to the elimination of all forms of unjustifiable discrimination. The Trust will actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly. Personal circumstances and characteristics will only be taken into account when they can be justified as being relevant to employment. In working towards the success of this Policy, **all applicants** are asked to complete the questions detailed below.

This information will be treated as completely confidential and will be used for monitoring purposes only. This information will be detached from the application form on receipt and will not be considered during the selection process.

Please tick as appropriate:

1. Which of the following do you consider to be your ethnic origin?

(tick only one box), see below for explanatory notes.

White (W)	<input type="checkbox"/>	Irish (IR)	<input type="checkbox"/>	Black Caribbean (BC)	<input type="checkbox"/>
Black African (AF)	<input type="checkbox"/>	Black Other (BL)	<input type="checkbox"/>	Pakistani (P)	<input type="checkbox"/>
Bangladeshi (BA)	<input type="checkbox"/>	Chinese (CH)	<input type="checkbox"/>	Indian (IN)	<input type="checkbox"/>
Other (O)	<input type="checkbox"/>	(For 'other' please describe)			

2. Are you Male Female

3. Do you have a disability? Yes No

4. Please tick the age band currently applicable to you

i. Up to 19 ii. 20-29 iii. 30-39 v. 40-49 v. 50-65 vi. Over 65

Monitoring Form Explanatory Notes

The ethnic groups set out above are those recommended by the Commission for Racial Equality and used in the 1991 Census.

Ethnic origin questions are not about nationality, place of birth or citizenship; they are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. If you are descended from more than one ethnic group, please tick the group to which you consider you belong or tick the 'any other ethnic group' box and give details in the space provided above.