



TEACHER APPLICATION FORM

The Priory Federation Of
Academies Trust

Application for the post of:

Academy/Site: Closing date for application:

SECTION A – PERSONAL DETAILS

Preferred form of address: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Surname: Forename(s):

Address:

Postcode: Email:

Contact Telephone Numbers Home: Mobile:

Work: DfE ref no:

Teaching Qualification (Cert Ed, B Ed, PGCE):

Type of Teacher Training (Secondary, Primary, Junior, Infants, Nursery):

Specialist Subjects:

SECTION B – EMPLOYMENT RECORD

PRESENT OR MOST RECENT EMPLOYMENT

Name and address of employer:

Name of Employer

Address line 1

Address line 2

Address line 3

Address line 4

Postcode

Job Title:

Date appointed:

Current salary:

Salary Point:

SEN/TLR:

Period of notice:

Employed From: To:

No on roll:

Age range taught:

Type of school/academy
including single sex/mixed:

PREVIOUS EMPLOYMENT – TEACHING – (please explain any gaps in employment over the last 10 years)

Name and type of school/college or academy and whether single sex	Approx. no. on roll	Post title; scale point and salary; and full or part time.	Dates (month and year)	
			From	To

PREVIOUS EMPLOYMENT OTHER THAN TEACHING - (please explain any gaps in employment over the last 10 years)

Organisation name & address	Post and nature of work	Dates (month and year)	
		From	To

You may use a separate sheet if you need more space. Please tick here if you enclose a separate ☐ sheet for Section B. Please ensure that your surname and initials are on each sheet.

SECTION C – EDUCATION AND TRAINING

If successfully appointed, you will be required to provide original certificates.

SECONDARY EDUCATION <i>(Dates should indicate month and year)</i>			
Schools attended	Dates		External examinations and grades achieved
	From	To	

UNIVERSITY/COLLEGE QUALIFICATIONS <i>(including professional qualifications)</i>			
College/University	Dates		Qualifications/level achieved
	From	To	

COURSES ATTENDED OVER LAST 3 YEARS			
College/institute or other name	Dates		Qualifications/level achieved
	From	To	

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS			
Professional body	Status of membership	Membership by exam? Yes/No	Since

SPECIALISED TRAINING (Technical, professional or occupational e.g. first aid, computers, youth work) or special studies (any publications or research dissertations.)

You may use a separate sheet if you need more space. Please tick here if you enclose a separate sheet for Section C. Please ensure that your surname and initials are on each sheet. ☐

SECTION D – LETTER OF APPLICATION

You are invited to submit a letter in support of your application on A4 size paper (suggested length – a maximum of two sides of A4.) Explain how you would relate your education, training and experiences (including those not related to employment) to the requirements of the post for which you are applying.

SECTION E – SUPPLEMENTARY INFORMATION

REFERENCES

Any offer of appointment will be subject to receipt of two satisfactory references.

Please give the names, addresses and job title of two referees, one of whom should be your current or most recent employer, and indicate whether your referee may be approached before interview:

Referee 1	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Referee 2	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name:			Name:		
<input type="text"/>			<input type="text"/>		
Job Title:			Job Title:		
<input type="text"/>			<input type="text"/>		
Address:			Address:		
<input type="text"/>			<input type="text"/>		
Postcode:			Postcode:		
<input type="text"/>			<input type="text"/>		
Telephone:			Telephone:		
<input type="text"/>			<input type="text"/>		
Email:			Email:		
<input type="text"/>			<input type="text"/>		
Relationship with referee:			Relationship with referee:		
<input type="text"/>			<input type="text"/>		
Do you hold a current full driving licence valid in the UK?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you have any driving convictions please state:				<input type="text"/>	
Are you related to a Trustee, Governor or member of staff within The Trust?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name and relationship of Trustee/Governor/Staff Member:				<input type="text"/>	

CRIMINAL RECORDS CHECK

All posts within The Priory Federation of Academies Trust will require the employee to have an enhanced disclosure check by the Disclosure and Barring Service (DBS). This will be required regardless of whether or not the employee holds a current Disclosure Certificate. Disclosure checks will only be requested once an offer of employment has been made. The results of this check will not necessarily be a bar to obtaining the position you have applied for and will not be used unfairly.

The DBS check is made under the provisions of the Police Act (1997). The Trust will confirm your identity at the interview and submit the application to the Disclosure and Barring Service, paying the necessary fee. The 1997 Police Act allows employers to obtain information on people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust. The post you are applying for is subject to an enhanced disclosure. You must provide details of **all** convictions (both UK and abroad) including those 'spent' under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, cautions and bind-overs, reprimands, warnings, investigations or prosecutions pending. Failure to disclose any information required of you may result in your application being rejected, disciplinary action or dismissal. You must also inform us if you are on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body. The Trust will also require you to confirm that no-one who lives or works in the same household as you has an order, determination or conviction or any other ground for disqualification which would prevent them from registration under the Childcare (Disqualification) Regulations 2009. Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for. If applicable, please supply full details of the above. Please use a separate sheet for this information, and include a date and your signature.

Failure to disclose any criminal offences or providing false information, which is an offence, could result in this application being rejected, or dismissal if the applicant has been selected, and possible referral to the Police.

RETIRED TEACHERS

Under the Teachers' Pensions Regulations, those teachers who are in receipt of a pension and retired on or after 1 April 1997 on the grounds of ill health, cannot be employed unless the pension is surrendered and the applicant is deemed fit to be re-employed as a teacher.

IMPORTANT NOTE

All sections of this form must be completed, otherwise the application will be destroyed. We do not accept CVs either on their own or accompanied by a partly completed application form, and CVs will not be forwarded to any short-listing panel. If you have any questions relating to the completion of this form, please contact the Human Resources Department on 01522 871370. If you are completing this application electronically, you will be asked to sign the form if you are invited to an interview. If you do not hear from The Trust within 6 weeks of the closing date, your application has been unsuccessful.

DATA PROTECTION DECLARATION

Under the Data Protection Act 1998, your consent must be given in order to process this form. Please sign below if you agree. Please note that if consent is not given, this form will be destroyed.

Signature:

Date:

RIGHT TO WORK IN THE UK

Sponsorship may be required in order to employ a person who is not a national of a country which is a member of the European Economic Area (EEA). In certain circumstances, it may not be necessary to obtain sponsorship for a non-EEA national where permanent UK resident status has been granted by the Home Office or where the passport has been endorsed with a visa which places no restriction on employment in the UK. Otherwise, The Trust is required to obtain sponsorship before the employment can begin, even if the candidate already holds sponsorship for employment elsewhere in the UK. If you are unsure whether you require sponsorship, please visit <http://www.bia.homeoffice.gov.uk>.

In accordance with the Immigration, Asylum and Nationality Act 2006, do you require sponsorship in order for The Trust to employ you?

☐ Yes ☐ No

Signature:

Date:

Successful applicants will be required to produce documentary evidence of their right to work in the UK.

DECLARATION

By submitting this form, either by email or hard copy, you are declaring that the information stated is true and accurate.

1. The information I have given on this form and any additional sheets is true and accurate to the best of my knowledge.
2. I have read or had explained to me and understand all the questions on this form.
3. I understand that any serious wilful misrepresentation of information in connection with this application, failure to disclose a relationship with a Trustee, Governor, or member of staff of The Priory Federation of Academies Trust, or a failure to disclose a Criminal Offence in accordance with the provisions of the Rehabilitation of Offenders Act could result in the application being rejected, or dismissal after appointment.
4. I understand that satisfactory references, an enhanced DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.
5. I can confirm that no-one who lives or works in the same household as myself has an order, determination or conviction or any other ground for disqualification which would prevent them from registration under the Childcare (Disqualification) Regulations 2009

Signature: **Date:**

OPTIONAL INFORMATION

1. Where did you see this post advertised? (please tick as appropriate)

☐ Linline ☐ Times Educational Supplement ☐ The Priory Federation of Academies' website

☐ Other national press (please specify):

☐ Local press (please specify):

☐ Other (please specify):

This information on your application form will be treated in the strictest confidence. If unsuccessful in this particular application, do you consent for a copy of this application form to be forwarded to other Academies within The Trust for consideration for other positions?

☐ Yes ☐ No **Signature:** **Date:**

Thank you for your application.