**St Mary’s Academy Trust Application for Employment** **as a Headteacher / Deputy Headteacher / Assistant Headteacher / Teacher**

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| **Post Reference:** |  | | | | | | **Post Title:** | | | | |  | | |
| **Personal Details** | | | | | | | | | | | | | | |
| **Last name: Former Names (if any):** | | | | | | | | | | | | | | |
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| **First Name/s: Email address:** | | | | | | | | | | | | | | |
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| **Address: National Insurance Number or Proof of Right to Work in the**  **UK:** | | | | | | | | | | | | | | |
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|  | | | | |  |  | **Postcode:** | | | |  | | | |
|  | | | | | | | | | | | | | | |
| **Telephone Number (please tick preferred contact details):** | | | | | | | | | | | | | | |
| **Home:** | |  | **Work:** | | | | | | |  | **Mobile** | | |  |
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| **What is your DfES / Teacher Number:** |  | | | **Do you hold**  **Qualified Teacher**  **Status?** | | | | **Y / N** | | | **If Yes, please give date of award:** | |  | |
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| **Are you registered with the GTC?** | **Y / N** | | **Have you successfully completed**  **a period of induction as a qualified teacher in this country**  **where the DfES require this:** | | | | | | **Y / N** | | **If Yes, please give date of completion:** | |  | |
|  | | | | | | | | | | | | | | |
| **Do you wish to be considered for Job Share?** | **Y / N** | | **Do you consider yourself disabled?** | | | | | | **Y / N** | | **Please tell us if there are any dates when you will not be available for interview:** | |  | |
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| **EMPLOYMENT** | | | | | | | | | | | | | | |
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| **Please tell us about your present employment or last job if you are currently unemployed:** | | | | | | | | | | | | | | |
| **Post Title:** | | | | |  | | **Employing Authority / Employer:** | | | | | | | |
|  | | | | |  | | | | | | | |
| **Name, Address & Type of School:** | | | | | **Please describe in brief your duties and responsibilities (and**  **key achievements where relevant)** | | | | | | | |
|  | | | | |  | | | | | | | |
| **Date Employment Started:** | | **Date employment ended (if**  **applicable)** | | |
|  | |  | | |
| **Reason for leaving** | | | | |
|  | | | | |
| **NOR:** | | **Notice Required:** | | |
|  | |  | | |
| **Wage / Salary/Grade:** | | **TLR Payments:** | | |
|  | |  | | |
| **Additional Payments:** | |  | | |

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| **PREVIOUS EMPLOYERS**  **Starting with the most recent, please list all previous employers in chronological order since leaving secondary school.**  **Continue on a separate sheet if necessary. If you do use extra pages for your previous employment, please tick the box at the end of this section and follow the same format as the application form. Remember to put your name on the top of each page and number the pages** | | | | |
|  | | | | |
| **Please tell us about your previous employment (paid and unpaid)** | | | | |
| **Name of Employer** | | |  | **Main Duties / Responsibilities:** |
|  | | |  |
| **Name, Address & Type of School:** | | |
|  | | |
| **Job Title:** | | |
|  | | |
| **NOR:** | **From:** | **To:** |
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| --- | --- | --- | --- | --- |
| **Name of Employer** | | |  | **Main Duties / Responsibilities:** |
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| **Name, Address & Type of School:** | | |
|  | | |
| **Job Title:** | | |
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| **NOR:** | **From:** | **To:** |
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| **Name of Employer** | | |  | **Main Duties / Responsibilities:** |
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| **Name, Address & Type of School:** | | |
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| **Job Title:** | | |
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| **Name of Employer** | | |  | **Main Duties / Responsibilities:** |
|  | | |  |
| **Name, Address & Type of School:** | | |
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| **Job Title:** | | |
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| --- | --- | --- | --- | --- |
| **Name of Employer** | | |  | **Main Duties / Responsibilities:** |
|  | | |  |
| **Name, Address & Type of School:** | | |
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| **Job Title:** | | |
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| **NOR:** | **From:** | **To:** |
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**Please tick here if you have used additional pages:**

**Have you had any breaks in your employment: Y / N**

**If Yes, please give details:**

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| **EDUCATION AND QUALIFICATIONS** | | | | |
| **School(s) Colleges / Universities attended** | **Subjects taken, with grades where appropriate** | **Period of Study**  **(full / part time)** | **Degree or**  **Qualification obtained** | **Awarding**  **Body & Date of Award** |
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**IN-SERVICE TRAINING**

**Please give details of any course relevant to this post attended in the last 3 years**

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| **MEMBERSHIP OF PROFESSIONAL BODIES (If applicable)** | | | |
| **Professional Body** | **Registration Number** | **Type of Registration**  **(e.g. Full / Provisional)** | **Renewal Date** |
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**INFORMATION SUPPORTING YOUR APPLICATION FOR THIS POST**

**By using clear, identifiable examples, please demonstrate how you meet the criteria indicated on the Employee Specification. (Please note that only applicants who can demonstrate that they meet all the essential criteria will be shortlisted for interview).**

**Experience:**

**General and Special Knowledge:**

**Skills and Abilities:**

**Additional Factors:**

|  |  |  |  |  |  |  |  |  |
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| **PENSION / EARLY RETIREMENT DETAILS (if applicable)**  **If you are in receipt of a pension under the Teacher’s Pension Regulations, following early retirement, please indicate the grounds on which you retired (tick as appropriate).** | | | | | | | | |
| **In the interest of efficiency** | | |  | **Redundancy** | |  | **Ill Health** |  |
| **Supported Early Retirement** | | |  | **Actuarially Reduced** | |  |  | |
| **Date of** | |  | | **Name of Authority** |  | | | |
|  | **Retirement** |

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| **REFERENCES**  One of your two references **MUST** be your present or last employer if previously employed. NQTs, if no previous employment, you may nominate your Course Tutor and Headteacher of your last teaching school experience.  **Please note: We do not accept references from relatives or from people writing solely in the capacity of friends.** | | | | |
| **Name:** | |  | **Name** | |
|  | |  | |
| **Job Title:** | | **Job Title:** | |
|  | |  | |
| **Address (including postcode):** | | **Address (including postcode):** | |
|  | |  | |
| **Relationship:** | | **Relationship:** | |
|  | |  | |
| **Telephone number (including STD code):** | | **Telephone number (including STD code):** | |
|  | |  | |
| **Email Address:** | | **Email Address:** | |
|  | |  | |
| **Can we contact your referees before your interview?** | | | | |
| **Referee 1** | **Yes / No** |  | **Referee 2** | **Yes / No** |

**ta Protection Act 1998**

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| **Holidays**  **Do you currently have any holidays booked? If so, in the box below, please state the dates they are booked from and to.** | | | |
|  | | | |
| **Rehabilitation of Offenders Act 1974** | | | |
| **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 of 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, 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 and Barring Service before your appointment is confirmed.** | | | |
|  | | | |
| **Data Protection Act 1998** | | | |
| **The information you have provided on this application will be processed by computer. This data will also be used to produce statistics for equality and diversity, and recruitment monitoring.** | | | |
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| **Declaration** | | | |
| **I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) an enhanced DBS certificate and check of the Barred list relevant c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report. If approved, I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.** | | | |
| **Signed:** |  | **Dated:** |  |