

Part one

Application form (teaching)

Please refer to the guidance when completing this form. If not completing on line, use BLACK INK or type as it will be copied.

Position applied for:	
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PERSONAL INFORMATION

Name:		Title: Miss/Mr/Mrs/Ms/Other (please state)	
Address:			
	Post Code:		

Contact Details - please give details of how you would like us to contact you

Telephone	Home:	
	Work:	
	Mobile:	
Email	Home:	
	Work:	

National Insurance Number	
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References

Please give contact details of two people who can provide references – one of whom should be your present or most recent employer or ITT employer

Name:	
Title: Miss/Mr/Mrs/Ms/Other:	
Job Title:	
Address:	
Post Code:	
Telephone:	
Email:	
Occupation:	
Relationship to you:	

Name:	
Title: Miss/Mr/Mrs/Ms/Other:	
Job Title:	
Address:	
Post Code:	
Telephone:	
Email:	
Occupation:	
Relationship to you:	

I *give/do not give permission for you to contact the above prior to an offer being made

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***Please delete as appropriate**

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 University/Training Institution	From - to (month/year)	Qualifications Inc grades	Date obtained
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Secondary schools

Further or Higher Education (full and part time)

Teaching qualifications

Age range

	DfES reference no.
	GTC Membership Yes <input type="checkbox"/> No <input type="checkbox"/>

NPQH (date achieved/registration accepted)

Professional development (relevant courses and other, including dates)

Membership of professional bodies (excluding Teachers' Professional associations)

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

Provide details here of your employment history starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done, that is relevant to the role.

Current/most recent school or other employer (with address)	Post held	Point on pay spine (indicate responsibility points)	Date Started	Full or part time	Reason for leaving

Duties and responsibilities

Employing Authority

Age range		Boys/girls/mixed		Approximate no. on roll	
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Continue on another sheet if needed

Previous schools or other employers and employing authority	Age range & boys/girls/mixed	Approx number on roll	Position held and responsibilities (and full or part time)	Dates from/ to month/ year	Reason for leaving

Continue on another sheet if needed

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 may consider relevant.

(You may continue on additional sheets, subject to an absolute maximum of 4 sides of A4)

AVAILABILITY

If you are shortlisted for interview, may we contact you at work? Yes No

JOB SHARING

Jobs which are currently full-time posts may be considered appropriate for candidates to apply for on a job-share basis. Are you applying as a job sharer? Yes No

CANVASSING

Are you related to a governor or employee of The Hereford Academy? Yes No

If yes please state relationship:

Name: _____ Position: _____ Relationship: _____

***Please note that canvassing of governors or employees of The Hereford Academy in relation to this application will disqualify any applicant. If evidence is discovered after your appointment, you may be dismissed without notice.**

PENSION	
Are you in receipt of a Teacher's Pension?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify reason and start date:	_____

REDUNDANCY – (ASSIST IN DETERMINING CONTINUOUS SERVICE DATE)	
Have you ever received a redundancy payment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of redundancy?	_____

HEALTH
If you are offered a post it will be subject to a medical check

CRIMINAL RECORDS BUREAU DISCLOSURES
<p>If you have been convicted of any offence, you must disclose it, unless it is 'spent' under the Rehabilitation of Offenders Act 1974. However, having a criminal record will not necessarily bar you from employment with The Hereford Academy (see guidance note 6). Any information revealed here or as a result of a Disclosure will be considered in light of the responsibilities of the post. As the post you are applying for is in a school and has substantial access to children then you MUST state any convictions, bind over orders or cautions whether current or spent. In the event of employment, any failure to disclose these and/or pending investigations could result in disciplinary action and/or dismissal. All posts with access to children will be subject to a Criminal Records Bureau Disclosure. Please give details of:</p>
a) any convictions (including driving offences)

b) disqualifications from driving, or performance of professional duties

DECLARATION
I declare that the information I am giving in this application is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or may result in my dismissal.

Name: _____

Signature: _____ Date: _____

DATA PROTECTION
All information given on this form will be treated in strict confidence. If you are appointed, this application will form the basis of your personal file and information on this form may be held on computer. We will observe strict confidentiality and disclosures will only be made for payroll, employment administration and statistical purposes. If your application for this post is unsuccessful your details will be kept for a period of 7 months and will then be destroyed.