Post Applied for: At: School

**PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). **For guidance on completing this form, please look at the Guidance Notes – Teachers document**

**All sections must be completed**.

**PERSONAL DETAILS**

| **Surname/Family Name:** | **Preferred Title:** |
| --- | --- |
| **First Name(s):** | **Previous Surname:** |
| **Home Address:** | **Present Address (if different):** |
|  |  |
|  |  |
|  |  |
| **Post Code:** | **Post Code:** |
| **Telephone (Home):** | **Telephone (Work):** |
| **Telephone (Mobile):** | **Email:** |
| **Date of Birth:** |  |
| **CURRENT EMPLOYMENT** (If you are not currently employed as a teacher please give details as appropriate) | |
| **Name of Establishment:** | **Employer:** |
| **Type of School:**. | **Key Stage:** |
| **Post Held:** | **Date Appointed:** |
| **Pay Scale:** | **Total Annual Salary:** |
| If your salary includes additional payments, what are they and what is the value? (e.g. TLR of £4,000) | |
|  | |

**PREVIOUS EMPLOYMENT DETAILS**

Please list in chronological order, with precise dates if possible, as this information may be used to assess salary.

**a) In Education** (Supply teaching appointments need not be listed individually)

| **Employer and Establishment** | **Post and Grade** | **Type of School / Key Stage** | **From** | **To** | **Reason for Leaving** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

**b) Outside Education**

| **Employer** | **Post** | **From** | **To** | **Reason for Leaving** |
| --- | --- | --- | --- | --- |
|  |  |  | |  |

**HIGHER EDUCATION**

| **Establishment(s)** | **From** | **To** | **Full/**  **Part-time** | **Qualification Awarded** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Degree |  |  |  | Degree | Class | Division | Date of award |
| or Cert.Ed |  |  |  |  |  |  |  |
| PGCE |  |  |  | Key Stage | | | |
| Other |  |  |  | Subject | | | |

**SECONDARY SCHOOL EDUCATION**

| **Establishment(s)** | **From** | **To** |
| --- | --- | --- |
|  |  |  |

**Examinations** (for **first teaching appointment** in a Local Authority –maintained School in England or Wales please give details of ‘A’ Levels and GSCEs, or equivalent: i.e. Subject, Date, Results/Grade).

| **Subject** | **Date** | **Results/Grade** |
| --- | --- | --- |
|  |  |  |

**OTHER QUALIFICATIONS OBTAINED**

| **Course and Organising Body** | **Date** | **Qualification** |
| --- | --- | --- |
|  |  |  |

**PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18** (Please give details)

|  | **From** | | **To** | |
| --- | --- | --- | --- | --- |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |

**LEISURE INTERESTS**

| Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying. |
| --- |
|  |

**REFERENCES**

Please give the names, addresses and status of two referees who may be approached now. **References from friends or relatives are not acceptable.**

(If you are currently employed as a teacher, one referee **must** be your present Headteacher).

| **1) Name:** | **Status:** |
| --- | --- |
| **Address:** |  |
|  |  |
|  |  |
| **Telephone:** |  |
| **2) Name:** | **Status:** |
| **Address:** |  |
|  |  |
|  |  |
| **Telephone:** |  |

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

| **From what source did you learn of this vacancy?** | |
| --- | --- |
|  | |
| **Are you a relative or partner of any employee or governor of the School?** | Yes/No |
| **If yes**, please give details: …………………………………………………………... | |
|  | |
| **Has someone else completed this form on your behalf?** | Yes/No |
| **If yes**, please provide the person’s name and an explanation: | |
|  | |

| I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. |
| --- |
| **Signature:** |
| **Date:** |

**If you are not currently employed in a maintained school in this authority you must supply additional information below:**

| **ADDITIONAL INFORMATION** (for salary and pension purposes) | | |
| --- | --- | --- |
| This information is required **only if you are not currently employed in a maintained school in this authority.** | | |
| National Insurance No: | Teacher Reference no(DfES) --/----- | |
| Date of Recognition\* | Date of registration with the GTC:. | |
| **\*If this would be your first teaching appointment in a Local Authority – Maintained School in England or Wales, please attach a copy of your letter from the DFES granting you Qualified Teacher Status**. | | |
|  | | |
| **PENSIONS** | | |
| Are you currently in receipt of a pension from Teachers’ Pensions? | | Yes/No |
| Have you elected to OPT-OUT of the Teachers’ Superannuation Scheme?: | | Yes/No  If Yes, please provide date |
| Have you elected to participate in the Part-Time Teachers’ Superannuation  Scheme? | | Yes/No  If Yes, please provide date |
| Have you elected to pay additional Superannuation Contributions  through the Teachers’ Scheme?: | | Yes/No  If Yes, please provide date |
| **If yes**, please indicate whether these are: | |  |
| i) Widower’s Contributions | | Yes/No % |
| ii) Purchase of Past added Years | | Yes/No % |
| iii) Additional voluntary contributions via Prudential Assurance Co. | | Yes/No % |

**Please attach a copy of the Teachers’ Pensions notification as appropriate.**

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)