

**APPLICATION FOR TEACHING APPOINTMENT**

PLEASE USE TYPE OR BLACK INK

1. Application for the post of  (as advertised)  
at  School/College

2. Surname  Forenames   
(block capitals) (in full)

Address

Home Telephone Number  Daytime Telephone Number

Mobile Telephone Number  E-mail address

Date of Birth    Age  DFES Reference Number

General Teaching Council Number

National Insurance Number

3. **Present Appointment**, Local Education Authority

School/College  Number on Roll

Post Held (specify any incentive allowance)

Date appointed

Subjects, age groups taught and other responsibilities

Notice required and/or date available if appointed

Salary Scale  Gross Salary £  Incremental Point

Threshold payment Yes  No  Threshold 1, 2 or 3?

4. **Confidential references**

Names, addresses and status of two referees (one of whom if employed must be your present manager e.g. your Headteacher)  
Please do not provide more than one reference from the same school.

1.

2.

Office Tel. No.

Office Tel. No.

5. **Previous Teaching and Work Experience (including H.M.Forces)**  
*(most recent employment first)*

Local Education Authority and School/College	Number on Roll	Status of post, responsibilities subjects and age groups taught	Reason for leaving	From	To

If qualifying as a teacher after 7 May 1999, have you successfully completed a statutory induction period? YES / NO

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6. **Education and Qualifications**

AS and A level grades.

Total number of GCSE grades at levels A\* to C

GCSE Grade English  Maths  Science  ICT

Date obtained	Level	Subject	Grade

Further/Higher Education	From	To	Degree Obtained	Pass/ Honours	Class	Date	Subjects Main	Subsidiary

Please give dates on which you will **not** be available for interview.

7. You are invited to set out below and overleaf further information in support of your Application. If necessary, please attach up to one additional page. You should ensure that you address all aspects of the job description and person specification.

**EMPLOYMENT CHECKS**

**8. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**

A. FOR NEW STAFF ONLY - NOT TO BE COMPLETED BY STAFF CURRENTLY EMPLOYED IN S.C.C. SCHOOLS

Teaching, with the privileged access it gives to children, is an exempted occupation under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You should indicate whether you have convictions, cautions or court martial as follows:

Have you been convicted of any criminal offences, cautioned, or court martialled? YES / NO

If YES, please give details and date(s) on a separate sheet, place the sheet in a sealed envelope marked for the personal attention of the headteacher and attach it to this form.

We shall, through the Criminal Records Bureau, make checks to establish details of any criminal record, caution or court martial upon offer of appointment and your signature at the end of this form will be regarded as signifying your agreement that this may be done.

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B. TO BE COMPLETED BY STAFF CURRENTLY EMPLOYED IN S.C.C. SCHOOLS

Have you been convicted of any criminal offences, cautioned or court martialled? YES / NO  
*(NB. Do not include minor traffic offences)*

If YES, please give details and date(s) on a separate sheet, place the sheet in a sealed envelope marked for the personal attention of the headteacher and attach it to this form.

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9. Please state whether, to the best of your knowledge, you are related to a Governor or senior employee of a school maintained by this Authority. YES / NO If Yes, please state the nature of relationship and the name of the Governor or senior employee of the school.

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**10. Data Protection Act 1998**

All information contained in this form will be treated as strictly confidential, when used for recruitment purposes only. By supplying information ,you will also be indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks which may be made. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of 12 months then destroyed. If you are a successful candidate, relevant information will be taken from this form and used as part of your personnel record.

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11. The information on this form is correct and complete to the best of my knowledge and belief.

Signature of Candidate  Date