**Application for Employment  
Part A:** Personal Information

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| --- |
| **Data Protection Act**: This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document, you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Trustees of the school in the first instance. |

**1. Post applied for**:

**2. Name of School:**

**3. Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | | |
| **Forenames** |  | | |
| **Previous/other names** |  | | |
| **Current address** |  |  |  |
| **Postcode** |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **DfE Number** |  |
| **Tel. No.  (pref. mobile)** |  | **Date QTS achieved** |  |
| **Email** |  | | |

**4. Current and/or Previous Employment**

1. **Current post**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job title, name of school and LA (where appropriate) | F/T  P/T  or  Supply | Type\*  and  N.O.R. | Subjects/ age range that you taught | Grade/Scale | From | To |
| Please give full school  address and number on roll | Exact dates if possible | |
|  |  |  |  |  |  |  |
| Salary £ | | | \*Nursery, Primary, Secondary, Special, Independent | | | |

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| Please state brief details of your current responsibilities. |

1. **Previous posts (please list ALL previous employment)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Job title, name of School and LA  (where appropriate) | F/T  P/T  or  Supply | Type\*  and  N.O.R. | Subjects/Age Range Taught | Grade/Scale | From | To | Reason for Leaving |
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**5. Qualifications**

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| --- | --- | --- | --- | --- | --- |
| **Examinations taken** | | **School, College, University etc.** | | | **Grade** |
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| **Age range qualified to teach** |  | | **Subjects  qualified to teach** |  | |

**6. Membership of Professional Bodies**

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| --- | --- | --- | --- | --- | --- |
| **Institute/Body** | **Grade** | **By Examination/Election** | | | |
|  |  | **Examination** |  | **Election** |  |
|  |  | **Examination** |  | **Election** |  |

**7. Declaration\***

|  |  |  |  |
| --- | --- | --- | --- |
| The information contained in this form is true and accurate. If after appointment, the application is found to be misleading or inaccurate, I understand that this may lead to disciplinary action and could result in dismissal. I consent to the use of this personal data for recruitment and selection purposes. | | | |
| **Signed:** |  | **Date:** |  |

\*Please note that if you submit your form electronically,   
you will be asked to sign a copy of this form if invited to interview.

**Application for Employment  
Part B:** Meeting the Specification

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**1. Relevant Experience and Expertise**

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| --- |
| This section forms the **main body of your application**. Please ensure that you refer to each of the main headings in the Person Specification in order to explain why you are applying for this job and how your experience, personal qualities and skills help to make you a suitable candidate. |
|  |

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| --- |
| Please provide details and explain how this has supported your professional development. |
|  |

**2. Job related training courses/seminars in the last five years**

**3. Outside interests and hobbies**

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| --- |
| Please provide a brief description of your outside interests and hobbies. |
|  |

**4. Declaration\***

|  |  |  |  |
| --- | --- | --- | --- |
| The information contained in this form is true and accurate. If after appointment, the application is found to be misleading or inaccurate or is deemed to have any material omission, I understand that this may lead to disciplinary action and could result in dismissal. I consent to the use of this personal data for recruitment and selection purposes. | | | |
| **Signed:** |  | **Date:** |  |

\*Please note that if you submit your form electronically,   
you will be asked to sign a copy of this form if invited to interview.