**APPLICATION FORM**

**Teaching Staff**

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| Details of Vacancy | |
| **Post Title:** | **Closing Date:** |

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| Personal Details | | | |
| **Title:** | **Family name:** | | **First name(s):** |
| **Address:** | | | |
|  | | **Postcode:** | |
| **Telephone no (home):** | | **Mobile:** | |
| **Email:** | | **DfE Reference no:** | |
| **Date of birth:** | | **National Insurance no:** | |

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| Education and Qualifications | | | |
| **Give details of secondary and further education. Specify GCSE, CSE, ‘O’, ‘A’ level or equivalent** | | | |
| **Dates attended:** | | **Name of School/College/other institution:** | **Qualifications obtained and grade/level by subject:** |
| **From**  **MM/YYY** | **To**  **MM/YYY** |
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| **Give details of higher education or equivalent courses** | | | |
| **Dates attended:** | | **Name of School/College/other institution:** | **Qualifications obtained and grade/level:** |
| **From** | **To (mm/yyyy)** |
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| Present/Most Recent Employment in Education | | | | | | | |
| **Education Authority** | **Name and type of School/Institution** | **No on roll** | **Age Range** | **Post Held** | **Salary Scale Point/TLR** | **Dates**  **From To**  **mm/yy mm/yy** | |
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| Employment History in Education | | | | | | |
| **Education Authority** | **Name and type of School/Institution** | **Age Range** | **Post Held** | **Salary Scale Point/TLR** | **Dates**  **From To**  **mm/yy mm/yy** | |
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| Employment History (outside education) | | | | | | | |
| **Employer** | | **Address** | | | **Post Held** | **Dates** | |
| **From**  **MM/YYY** | **TO**  **MM/YYY** |
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| If there are any gaps in your employment history please explain them below | | | |
| **Dates** | | | **Reason** |
| **From**  **MM/YYY** | **TO**  **MM/YYY** | |
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| Continuing Professional Development | | | |
| **Give details of most recent, relevant courses (last 3 years) and any relevant professional or vocational qualifications you hold** | | | |
| **Course Title or Qualification** | **Provider** | **Award** | **Date(s)** |
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| References | | | |
| **Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent Headteacher, or in the case of newly qualified teachers, your training institution and one of your placements.** | | | |
| **Name:** | | **Name:** | |
| **Position:** | | **Position:** | |
| **In what capacity do you know the referee?** | | **In what capacity do you know the referee?** | |
| **Name of organisation:** | | **Name of organisation:** | |
| **Address:** | | **Address:** | |
| **Postcode:** | **Tel:** | **Postcode:** | **Tel:** |
| **E-mail:** | | **E-mail:** | |
| Please note that we will contact the above referees if you are short-listed for the post and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns. If you have any concerns about this please contact the Headteacher to discuss these issues. | | | |

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| **For persons who are not British or EU nationals:** |
| If you have any conditions related to your employment please give full details below: |
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| **Additional Information in Support of your Application** |
| Using the Job Description and Person Specification please explain how your knowledge, skills and experience relates to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/ community work, spare time activities, education and training. If necessary you may provide further required information on a separate sheet: |
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| **Safer Recruitment** | | | | |
| **Do you have QTS status?** | **No** |  | **Yes** |  |
| **If no, when are you expecting to qualify?** |  | | | |
| **Are you registered with the GTC?** | **No** |  | **Yes** |  |
| **Do you have any convictions or cautions? (If ‘yes’ details of any of these matters may be provided in a sealed envelope marked ‘confidential’)** | **No** |  | **Yes** |  |
| **Are you (or have you ever been) disqualified from working with children or been subject to a sanction imposed by a regulatory authority such as the GTC?** | **No** |  | **Yes** |  |
| **Enhanced Disclosure will be required if, following interview, it is considered that you are the most suitable applicant for the post.** | | | | |
| **Date you can take up the post if appointed:** |  | | | |

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| Documentation required | |
| **To comply with Asylum and Immigration Legislation you will be required, if appointed, to provide one or more documents from the specified list, which provides evidence of your entitlement to work in the UK. Please tick at least one of the following original documents that you will be able to provide when requested:** | |
| **A document from a previous employer, the Inland Revenue, the Benefits Agency, or the Employment Service showing your name and National Insurance number. This could be a P45, a pay slip, a P60, a NI card or letter.** |  |
| **A passport confirming that you are either a British citizen or a European Economic Area national or which shows that you are otherwise entitled to live and work in the United Kingdom.** |  |
| **A birth certificate confirming birth in the United Kingdom or Republic of Ireland.** |  |
| **A letter from the Home Office confirming that you are allowed to work in the UK.** |  |

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| Statement | | | | |
| **To the best of my knowledge and belief, the information contained in this form is accurate. I understand that providing false information is an offence, that if I provide false information my application may be rejected and that if recruited I may be the subject of summary dismissal.** | | | | |
| **Candidates are required to disclose whether, to their knowledge, they are related to any member of the school or to any governor of the school.** | **No** |  | **Yes** |  |
| **If your answer is yes, please give details of relationship:** | | | | |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Notes to Applicants** |
| **Before signing this form, please ensure that every section relevant to your application has been completed. Applications will only be acknowledged if a stamped addressed envelope is enclosed.** |

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| **Please return this form to The Headteacher, West Road Primary Academy, West Road, Moorends, Doncaster DN8 4LH or e-mail to** [**t.tuplin@westrd.doncaster.sch.uk**](mailto:t.tuplin@westrd.doncaster.sch.uk)  **Please ensure Application Forms are accompanied with additional information as listed in the Application Pack.**  **The school is an equal opportunities employer and welcomes applications irrespective of race, sex or disability.**  **The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |

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| **Equal Opportunities Monitoring Form** |
| **West Road Primary Academy is committed to the principle of equality in employment. This form will help us to follow the recommendations of The Equal Opportunities Commission, The Commission for Racial Equality and The Disability Rights Commission that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. This section will not be treated as part of your application.** |

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| **Ethnic Origin - I would describe my ethnic origin as:** | | | | | | | | | |
| **White British** |  | **White/Black Caribbean** |  | **Indian** |  | **Caribbean** |  | **Chinese** |  |
| **White Irish** |  | **White/Black African** |  | **Pakistani** |  | **African** |  | **Other** |  |
| **Other White** |  | **White/Asian** |  | **Bangladeshi** |  | **Other Black** |  |  |  |
|  |  | **Other Mixed** |  | **Other Asian** |  |  |  |  |  |
| **Not stated** |  |

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| **Gender** | **Male** |  | **Female** |  | **Date of birth (DD/MM/YYYY)** |  |

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| **Disability** | | | | |
| **Do you consider yourself to be disabled?** | **No** |  | **Yes** |  |
| **If yes, please give details:** | | | | |

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| **Advertising Monitoring** |
| **Please state where you saw this job advertised. If seen on the Internet, please state which site** |
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