

**Confidential****Teacher Job Application Form  
Part 1**Identifying No: **Please complete all sections of the form using black ink or type.**

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached prior to shortlisting. This ensures that your application is dealt with objectively. The application form must be fully completed.

**General Data Protection Regulations 2018**

Information from this form will be processed in accordance with the GDPR 2018. In signing it you agree to this data being held and processed. If unsuccessful in your application, this data will be retained in our files for a period of 6 months and will then be destroyed in a GDPR compliant manner. If appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by the School in accordance with the regulations as this is a legitimate purpose under contract.

**Vacancy Information**

Application for the post of: \_\_\_\_\_

Name of School: Tytherington School**Personal Details**

First Name: \_\_\_\_\_ Known as: \_\_\_\_\_

Surname: \_\_\_\_\_ Preferred Title: \_\_\_\_\_

Previous Surname(s): \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

DfE No/GTC Reg No: \_\_\_\_\_ Date of Birth.: \_\_\_\_\_

Are you applying for this vacancy as a job sharer? **Yes**  **No** **Telephone Numbers**

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**For office use only**

Return to: \_\_\_\_\_ By: \_\_\_\_\_ Vacancy No: \_\_\_\_\_

## References

Please give the names of two persons who are able to comment on your suitability for this post. One must be your present or last headteacher or employer. The Governing Body reserves the right to seek any further references it deems appropriate.

**Please let your referees know that you have quoted them as a referee and to expect a request for a reference should you be shortlisted.**

### Present/most recent employer \*

Name:

Relationship to Applicant:

Address:

Post Code:

Business Phone No:

Home Phone No:

E-mail:

### Previous employer/other referee

Name:

Relationship to Applicant:

Address:

Post Code:

Business Phone No:

Home Phone No:

E-mail:

If the referee knows you by a different last name please state:

\_\_\_\_\_

\* If you have not previously been employed, please provide details of another referee.

Please tick the relevant box if you do **not** want us to contact your referees without your prior agreement.

My present/most recent employer

My previous employer/other referee

**If you are happy for the school to contact your referees before interview, please sign and date to confirm the below:**

- You authorise Tytherington School to contact the referees that you have listed to investigate your past employment and professional activities.
- You authorise the referees listed to release relevant employment information, for the purposes of a reference.
- You understand and acknowledge that any offer of employment is conditional upon Tytherington School being satisfied with the information provided as a result of this reference check.

**Name:**

**Sign:**

**Date:**

## Recruitment Monitoring

Please indicate where you **first** saw the advertisement for this vacancy (if a newspaper, please state which one): \_\_\_\_\_

**Confidential**  
**Teacher Job Application Form**  
**Part 2**

Identifying No:
-----------------

This section of form to be detached prior to short listing.

**Vacancy Details**

Application for the post of: _____	Vacancy No: _____
Name of School: _____ Tytherington School _____	
Surname: _____ Initials: _____	

**Educational Attainments**

<b>Training and Professional Qualifications since leaving School</b>		
From Month & Year	To Month & Year	Full name and town of College/University
		Qualifications gained (including grades) or for which you are studying

Please note that you will be required to produce relevant evidence of qualifications attained.

**Driving Licence Details**

Do you have a valid driving licence?    YES <input type="checkbox"/> NO <input type="checkbox"/>
--

## Current Employment Details

Title of present/most recent post: \_\_\_\_\_

Name, address and type of school/establishment: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Name of LA/employing body: \_\_\_\_\_

Date appointed: \_\_\_\_\_ Date left: \_\_\_\_\_

Age range taught: \_\_\_\_\_ Number on roll: \_\_\_\_\_

Permanent/temporary: \_\_\_\_\_ Part/full time: \_\_\_\_\_

Salary details (please give details of all allowances) : \_\_\_\_\_

Current salary: \_\_\_\_\_ Spinal Point: \_\_\_\_\_

## Previous Employment

(Please enter most recent first and explain any gaps in your employment)

Title of post/type of experience	Name and address of employer	Numbers on roll	Age range taught	Dates	
				From	To

**In-Service Education**

Please give details of In-Service Education relevant to your application and undertaken in the last three years.

**As a Participant**

Dates of Course		Length of Course	Course Title	Qualification obtained and date of Award	Course Provider
From	To				

--	--	--	--	--	--

**As a Course Leader**

Dates of Course		Length of Course	Course Title and brief outline of your contribution
From	To		

--	--	--	--

**Additional Teaching Skills and Special Interests**

Please list additional teaching skills and special interests relevant to this application.

**Letter of Application**

You are required to submit a letter of application in which you should explain why you are applying for the job. Please concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

**Relationship to a Governor of the School or Employees**

If you have any personal relationship to a Governor or employee of the School please give their name and relationship. This does not stop a Governor or employee giving a reference. (Any approach to Governors or employees to influence a selection decision will disqualify you.)

If Governor of the School:      Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

If Employee:

Name:	Relationship:	Work Location:	Their present job:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must therefore disclose whether you have any previous convictions, whether or not they are spent.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.

Do you have any criminal convictions whether spent or unspent? Yes  No

**If yes please give further information:** \_\_\_\_\_

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?

Yes  No

Please Note before Completing

Certain spent convictions\* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link; please read before completing this question: [http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

**\*including cautions, reprimands or warnings**

If yes please state:

If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. If between the completion of this application form and taking up a job within the School you are convicted of a criminal offence you must inform the Headteacher of the School of this.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure and Barring Service

Successful applicants will be asked to apply for a Disclosure from the Disclosure and Barring Service.

Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.

A copy of the Disclosure and Barring Service Code of Practice is available on request.  
Further information about the Disclosure process can be found at  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

**General Teaching Council (GTC)**

Have you been referred to the GTC on misconduct grounds and/or are subject to a reprimand and/or a conditional registration order?  **Yes**       **No**

If yes please state:

I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.

Signed:

Date: