

Harrow High School

APPLICATION FOR TEACHING APPOINTMENT



Confidential

The academy is an equal opportunity employer.

*Thank you for your interest in our vacancy. Please complete this form after you have considered the **job description** and **person specification** for the post. In this way we hope to receive all relevant information in support of your application. Please tick the appropriate answer boxes. All information supplied on this form is subject to the provisions of the data Protection Act 1998 and will be treated in confidence*

Note: A Curriculum Vitae will **NOT** be accepted.

Please use BLACK INK - To ease photocopying

When completed please return to	
Post applied for	
Closing date	
Where did you see this post advertised?	
Are you applying for your first teaching post as a Newly Qualified Teacher?	Yes/No
If you are appointed when can you take up your duties (date)?	

Personal Details

Please use BLOCK CAPITALS in this section

How would you like to be addressed in correspondence?	Mrs	Miss	Ms	Dr	Mr	Other (please specify)	
Surname/Family Name	First Name(s)						
Address	Previous name						
	Tel. No. - Home						
	Work						
	Mobile						
Postcode	Alternative address for correspondence (if applicable)						
Address	Tel No.						
Postcode							
Your email address	Date of Birth	Day:	Month:	Year:			
National Insurance No. (proof will be required)	Do you need a work permit?		Yes/No				
From	Day	Month	Year	To	Day	Month	Year
				If Yes please fill in next boxes			

Equal Opportunities Monitoring Information

We ask for your co-operation in providing the following information. The academy monitors its recruitment process to assess the effectiveness of our Equal Opportunities Policy. The information given will be in strict confidence and will be used only in the monitoring exercise, which will help to achieve equality of opportunity in the academy's employment.

I consider my ethnic origin to be:

Asian or Asian British	Black or Black British	Chinese or Other Ethnic Group
Bangladeshi	African	Chinese
Pakistani	Caribbean	Any Other Ethnic Group
Indian	Black Other	
Other Asian		
Mixed	White	Gender
White Black African	British	Female
White Black Asian	Irish	Male
White Black Caribbean	White Other	
Mixed other		(Tick appropriate box)

Disability

The Disability Discrimination Act defines a "disabled person" as a person with: **"A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day-to-day activities."**
The following questions on disability are to help us assess what action we might take to offer positive opportunities for employment for people with disabilities. They in no way attempt to preclude applications from people with disabilities.

Do you have a disability?	Yes/No
If yes, please describe how the disability affects you. Also please state if there are any particular arrangements you would like us to make to assist you in the selection process.	

Teachers' Pension

If you are appointed to a post full details will be sent to you.

Note: As a teacher you will automatically pay into the TP Scheme unless you have completed a form to opt out.

Do you contribute to the Teacher's Pension Scheme?	Yes/No	If yes, date	Month	Year
Have you contributed to any other schemes?	Yes/No			
If yes, please give details				

Canvassing

Any candidate who directly or indirectly canvasses an employee or Governor of the academy will be disqualified.

Are you related to an employee or Governor of the academy?	Yes/No
If Yes, to whom?	

Educational Achievements and Training

1. Teacher Status

Age range you are trained to teach		Subjects you are trained to teach	
Are you available to teach FULL TIME	Yes/No	or PART TIME?	Yes/No
Are you recognised by the Department for Education (DfE) as a qualified teacher in this country?			Yes/No
If yes, please give date of recognition	Month	Year	
Are you currently registered with the General Teaching Council?			Yes/No
Have you passed the threshold?			Yes/No
If Yes, date passed	Day	Month	Year (Proof will be required)

Induction/Probation

Have you started a period of induction/probation, as was required by the DfE until Sept 1992, and from Sept 1999?	Yes/No
Please give details: (Proof will be required)	
Have you <u>successfully completed</u> a period of Induction/probation as a qualified teacher in this country as required by the DfE until Sept.1992, and from Sept 1999?	Yes/No
If yes, please give date of completion (Proof will be required)	Month Year

2. Qualifications gained from age 11 years.

EDUCATIONAL/TRAINING ESTABLISHMENT	SUBJECT(S)	FULL OR PART-TIME	GRADE	DATES (Month/Year)
<p>TEACHING QUALIFICATION(S)</p>				
<p>Do you hold a catholic Certificate in Religious Studies? Yes/No Others (eg. BTEC, C. & G., Non Teaching First Degrees, Post Graduate or Equivalent)</p>				
<p>Note: Please be exact (1st, 2:1, 2:2, 3rd) as this will affect your teaching salary assessment. (Proof will be required)</p>				
<p>A Level or Equivalent</p>				
<p>GCSE/O Level or Equivalent</p>				

3. Are you currently undergoing a course of study? Yes/No If Yes, please give details

	Date (Month/Years)	
	From	To

4. Membership of Professional Bodies/Institutes/Associations:

	Dates (Months/ Years)	
	From	To

5. Please list briefly any courses, seminars and in-service training with dates, from which you feel you have acquired skills or knowledge directly relevant to the post for which you are applying.

	Dates (Months/ Years)	
	From	To

Please give a brief outline of significant responsibilities/duties in your present or most recent post directly relevant to the post for which you are applying: (Continue on a separate sheet if necessary.)

NOTE: Please make sure each of any additional sheets you wish to attach are clearly marked with your Surname/ Family name, initials and the post for which you are applying.

3. Other skills and experience: (not covered in previous experience /career history)
e.g other paid employment, voluntary work, part-time or full time with dates (Month/Year). (This information may affect your salary assessment)

Periods Unaccounted For

Please give details of any periods that are not accounted for by full time employment, education or training. This would include periods of unemployment, carer's responsibilities, ill health, etc.

Reasons/Description of Circumstances	Dates (Months/ Years)	
	From	From

Additional Information

Appropriate to the post for which you are applying, relating to the job description and person specification.

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Please continue on separate sheet if necessary

References

We do not take up references prior to short-listing. However it is our policy to contact all referees prior to interview. Please supply the names and addresses of two referees (not related to you). One should be your current or most recent employer if you are an experienced teacher. **(Note if you are applying for your first teaching appointment one reference must be your Teacher Training Tutor and the second from a school where you have had teaching practice).**

Name:	Title:
Position:	Tel. No:
Address:	Fax No:
	Post Code:
	Email address:
Name:	Title:
Position:	Tel. No:
Address:	Fax No:
	Post Code:
	Email address:

NOTE: A reference may be sought from your current or previous employer.

I do not wish my current employer to be contacted prior to interview.

Please give details of criminal convictions, cautions or bindovers. The post you are applying for is an exempted employment under the Rehabilitation of Offenders Act (Exemptions) Order 1975. You are required to declare to us, on the back of this form, any convictions, cautions or bindovers even if you consider them to be spent.

If you have no convictions please write '**none**' _____

Candidates are assured that information regarding convictions will not necessarily disqualify them from consideration. If at any point after completing this declaration, you are given a criminal conviction you must advise the academy immediately. If you are appointed and are given a criminal conviction, you must tell your manager immediately.

Declaration

Providing false information or knowingly omitting or concealing any relevant fact about your eligibility for employment will result in your name being withdrawn from the list of candidates.

If such a discovery is made after you have been appointed then you will be liable to be dismissed without notice.

The academy is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

Signature..... Date

Note: Please make sure each of any additional sheets you wish to attach are clearly marked with your Surname/Family name and initials and the post for which you are applying.

FOR OFFICE USE ONLY:

Received (date):

Short-listed YES/NO

Interviewed YES/NO

References requested (date)

Proof of having passed the threshold seen at school level

Reason:

Result:

Received: (date)

(date)