CONFIDENTIAL
APPLICATION FORM FOR APPOINTMENT TO A POST IN A SCHOOL

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please complete clearly in black ink or typescript. This application form must be completed in full. A CV will not be accepted as a replacement for any part of this form.

Please return this form to the school to which you are applying unless you are applying for a head teacher post where you must return it to the Chair or the Clerk to Governors.

If you have not been invited for an interview within 4 weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

You might also want to specify how you plan to assess compliance, like through interview discussions or work samples. Would you like help refining this further?

*NB..We recognise that candidates may use tools such as AI to support their application. However, all submitted information must accurately reflect your own skills, experience, and knowledge.*

For non-teaching posts, you can disregard the shaded boxes.

POST DETAILS

| | |
|---|---|
| Post applied for: | At (school): |

PERSONAL DETAILS

| | |
|---|---|
| Title: | Forenames: |
| Surname: | Previous surnames: |
| Prefer to be known as: | Date of birth (DD/MM/YY): |
| National Insurance Number: | Teacher Reference Number: |
| Address: | Mobile phone number (preferred): |
| | Home phone number (alternative): |
| | Work phone number (alternative): |
| Email: | |
| If applicable, please give the date when your continuous local government service commenced (month / year): | |

PERSONAL INTERESTS

Are you, to the best of your knowledge, related to or personal friends with any Senior Staff or Governors of the school to which you are applying?

| Yes | No |
|---|---|
| ☐ | ☐ |

| If yes, please enter the names and positions of all known relations: |
|---|
| |

A candidate who fails to disclose their relationship to a Senior Staff Member or Governor of the school, may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal.

Do you have any outside private business interests that may conflict with those of the Council's / School's business?

| Yes | No |
|---|---|
| ☐ | ☐ |

| If yes, please describe your private interest: |
|---|
| |

EDUCATION, TRAINING, QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS

Please include in chronological order. Documentary evidence of relevant qualifications/memberships must be presented at interview. These must be originals. Continue on a separate sheet if necessary and attach it securely to your application form.

| Name of Educational Establishment | Full or Part Time | Dates | | Qualification Achieved | | |
|---|---|---|---|---|---|---|
| | | From | To | Subject | Level | Grade |
| | | | | | | |

TEACHING QUALIFICATION

| |
|---|
| Date qualification awarded: (Month & Year) |
| Date of completion of probation: |

PRESENT EMPLOYER

| Employer: | Job Title: | Date appointed: | Salary: |
|---|---|---|---|
| Type of School: | Single / mixed sex: | Number on roll: | Age range taught: |
| Summary of main duties: | | | |
| Period of Notice required: | | | |

PREVIOUS EMPLOYMENT

Please include in chronological order and continue on a separate sheet if necessary.

| Employer | Job Title | Dates (month & year) | | Full or Part Time | Reason for Leaving |
|---|---|---|---|---|---|
| | | From | To | | |
| | | | | | |

PERIODS OF UNPAID ACTIVITY

Please give reasons and duration for any gaps when you have not been in employment after the age of 18 years, for example, raising a family, unpaid voluntary work, time travelling

| Details | Dates (month & year) | |
|---|---|---|
| | From | To |
| | | |

PERSONAL STATEMENT

Please explain how you would relate your education, training and experience (including those not related to employment) to the requirements of the post for which you are applying.

| |
|---|
| |

REFEREES

Please note all references will be taken up after shortlisting and before interview. We may request additional references.

You must supply full contact details for a minimum of two referees. One referee must be your current or last employer however if you have never had an employer, one referee must be a senior staff member from your last place of study. One referee should be able to refer to your most recent work with children. If your current or last employment was within a school, one referee must be the head teacher. A referee must not be a relative or partner. If you cannot meet the criteria outlined above, you can supply a character reference from a professional person known to you.

Referee 1 - Current or Most Recent Employer

| | |
|---|---|
| First name: | Surname: |
| Organisation: | Address: |
| Email: | |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference (Academic/Character/Work): |

Referee 2

| | |
|---|---|
| First name: | Surname: |
| Organisation: | Address: |
| Email: | |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference (Academic/Character/Work): |

Are you a foreign national or a UK resident who has lived or worked abroad?

| Yes | No |
|---|---|
| ☐ | ☐ |

You could obtain a Statement of Good Conduct (SOGC) from the Embassy of that country.

Declaration

I certify that the information I have given on this form is true and accurate to the best of my knowledge.
I have read or had explained to me and understand all the questions on this form.
I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
I authorise the School to undertake the necessary pre-employment checks and to verify any information given.
I understand that satisfactory references, DBS, medical clearance, verification of qualifications and evidence of right to work in the UK are required before any final offer of employment can be made.

Signature: _____

Date: _____

Your Personal Data
It is necessary for us to collect and process personal data about you in order to assess your eligibility to work with us and to make a decision about your recruitment and employment. Information about how your personal data is used is provided in the schools recruitment privacy notice. A copy of the notice is included within this application pack.

RETIRED TEACHERS

Under the Teachers Pensions Regulations, those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health, cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again.

RECRUITMENT MONITORING

The school is committed to achieving fairness and equality in employment as contained within the Council's Equality and Diversity policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form you will be supporting the Council in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This information will be stored securely and confidentially and will not be taken into account when making the appointment.

| | |
|---|---|
| Title: | Forenames: |
| Surname: | Previous surnames: |
| Date of birth (DD/MM/YY): | Gender: |
| Marital / Civil Partnership Status: | Religion / Belief: |
| Sexual Orientation: | Ethnic group: |
| Nationality: | |

POSITIVE ABOUT DISABLED PEOPLE

The school welcomes applications from disabled people. We have been awarded the 'Positive about Disabled People' symbol in recognition of our commitment to ensure that disabled people are supported and treated fairly at every stage of their selection, employment and career development. We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for.

For this purpose, disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months or is likely to last for the rest of a person's life.

Please advise us in the box below if you consider yourself to have a disability and of any reasonable adjustments which are needed to ensure the interview is accessible to you.

| Details of disability and any reasonable adjustments needed for interview. |
|---|
| |

# Appendix 17A: Application form (Disability Confident Employer)

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*NB. We recognise that candidates may use tools such as AI to support their application. However, all submitted information must accurately reflect your own skills, experience, and knowledge.*

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## POST DETAILS

| | |
|---|---|
| Post applied for: | At (school): |

## PERSONAL DETAILS

| | |
|---|---|
| Title: | Forenames: |
| Surname: | Previous surnames: |
| Prefer to be known as: | Date of birth (DD/MM/YY): |
| National Insurance Number: | Teacher Reference Number: |
| Address: | Mobile phone number (preferred): |
| | Home phone number (alternative): |
| | Work phone number (alternative): |
| Email: | |

If applicable, please give the date when your continuous local government service commenced (month / year):

PERSONAL INTERESTS

Are you, to the best of your knowledge, related to or personal friends with any Senior Staff or Governors of the school to which you are applying?

| Yes | No |
|---|---|
| ☐ | ☐ |

| If yes, please enter the names and positions of all known relations: |
|---|
| |

*A candidate who fails to disclose their relationship to a Senior Staff Member or Governor of the school, may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal.*

Do you have any outside private business interests that may conflict with those of the Council's / School's business?

| Yes | No |
|---|---|
| ☐ | ☐ |

| If yes, please describe your private interest: |
|---|
| |

EDUCATION, TRAINING, QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS

Please include in chronological order. Documentary evidence of relevant qualifications/memberships must be presented at interview. These must be originals. Continue on a separate sheet if necessary and attach it securely to your application form.

| Name of Educational Establishment | Full or Part Time | Dates | | Qualification Achieved | | |
|---|---|---|---|---|---|---|
| | | From | To | Subject | Level | Grade |
| | | | | | | |

TEACHING QUALIFICATION

| |
|---|
| Date qualification awarded: (Month & Year) |
| Date of completion of probation: |

PRESENT EMPLOYER

| Employer: | Job Title: | Date appointed: | Salary: |
|---|---|---|---|
| Type of School: | Single / mixed sex: | Number on roll: | Age range taught: |
| Summary of main duties: | | | |
| Period of Notice required: | | | |

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| Employer | Job Title | Dates (month & year) | | Full or Part Time | Reason for Leaving |
|---|---|---|---|---|---|
| | | From | To | | |
| | | | | | |

PERIODS OF UNPAID ACTIVITY

Please give reasons and duration for any gaps when you have not been in employment after the age of 18 years, for example, raising a family, unpaid voluntary work, time travelling

| Details | Dates (month & year) | |
|---|---|---|
| | From | To |
| | | |

PERSONAL STATEMENT

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| |
|---|
| |

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Referee 1 - Current or Most Recent Employer

| | |
|---|---|
| First name: | Surname: |
| Organisation: | Address: |
| Email: | |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference (Academic/Character/Work): |

Referee 2

| | |
|---|---|
| First name: | Surname: |
| Organisation: | Address: |
| Email: | |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference (Academic/Character/Work): |

Are you a foreign national or a UK resident who has lived or worked abroad?

| Yes | No |
|---|---|
| ☐ | ☐ |

You must obtain a Statement of Good Conduct (SOGC) from the Embassy of that country.

Declaration

I certify that the information I have given on this form is true and accurate to the best of my knowledge.
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I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
I authorise the School to undertake the necessary pre-employment checks and to verify any information given.
I understand that satisfactory references, DBS, medical clearance, verification of qualifications and evidence of right to work in the UK are required before any final offer of employment can be made.

Signature: _____

Date: _____

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| | |
|---|---|
| Title: | Forenames: |
| Surname: | Previous surnames: |
| Date of birth (DD/MM/YY): | Gender: |
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Please advise us in the box below if you consider yourself to have a disability and of any reasonable adjustments which are needed to ensure the interview is accessible to you.

| |
|---|
| Details of disability and any reasonable adjustments needed for interview. |