 

Application for a Teaching Appointment

For Office use only

# Applicants are required to complete all parts of this application form

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| Vacancy for  at |

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| Surname(s) (Block Capitals) | Initials: |
| Permanent address | Department for Education and Employment  Teachers’ Reference Number: |
| National Insurance Number: |
| Telephone Numbers:  Home  Work |
| Address for correspondence (if different) | When could you commence duties if appointed? |
| Do you hold a current driving licence?  Yes / No / Provisional |

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| Present Teaching Post (or last employment) if applicable | | | |
| Designation of Post  (Full or Part Time) |  | Present or last  Salary |  |
| Name and Address  of Establishment  (give also size, type  and age range taught). |  | Salary Scale and  Point on Scale |  |
| Date Appointed |  |
| Employer/LEA |  | Notice Required |  |

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| **EQUAL OPPORTUNITIES POLICY**  The Trustl is working towards equality of opportunity. Applications are welcomed from all persons regardless of sex, marital status, colour, ethnic origins, disability or religious beliefs provided they have the necessary attributes to do the job. All information given in this application will be treated confidentially. Any statistics produced to monitor our Equal Opportunities Policies will not result in personal details being divulged. The Trust has recommended these policies to all School Governing Bodies. |

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| **Education** (Applicants should be prepared to produce evidence of qualifications held). | | | |
| Give details (including dates) of Secondary Schools and Colleges/Universities attended and particulars (including dates) of Qualifications obtained including: -  a) School Leaving Examinations.  b) Teaching Certificate or Post-Graduate Certificate/Diploma (state course pursued and main subjects).  c) Degree (state whether Pass or Honours and give Class, Division and subjects, making clear which are main and which subsidiary).  d) Any other certificates or diplomas. | | | |
| Dates | | Secondary School/College/University Attended | Qualifications obtained |
| From | To |
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| **Education Courses** Give details of courses attended; please include dates, nature, duration (full or part time) and name of organising body. |
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| Membership of Professional / Technical Bodies | | |
|  | Date(s) | Grade(s) |

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| **Previous Teaching Posts Held** (Please list in Chronological order) | | | | |
| Dates | | Post and Salary  Scale  (State whether full or part time) | Name of School  (give also size, type and age  range taught) | Employer/LEA |
| From | To |
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| **Other Experience** (include industrial and other work and military service, giving dates and details of positions held; please account for any gaps in employment) | | | | |
| Dates | | Position held | Employer | Salary & Scale/Grade |
| From | To |
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| Names and Addresses of Two Referees State position and status of two people who can be asked for information about you. Wherever possible the name and address of the applicant’s present employer should be given.   |  |  | | --- | --- | | 1. | 2. | |

If space is insufficient please continue on a separate sheet.

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| Additional Information |
| (Please add details of any special interest and experience which may be relevant to this application e.g. in art, drama, physical activity and music, particular aspects of curriculum development or teaching techniques and briefly explain why you feel you are suitable for this job. Where appropriate please give details of any publications/broadcasts or other activities, which you consider, might be relevant to this application). |

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| If you are related to any Member or senior employee of the Trust, please state below his/her name(s) and the relationship. (This does not prevent such persons from giving as a reference a written testimonial of your ability, experience or character, for submission to the Trust with your application for employment). |

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| **Declaration**:  I hereby apply for employment with Prince Regent Street Trust. To the best of my knowledge all the particulars I have given are true. I understand that the deliberate provision of false information may disqualify me from employment or render me liable to instant dismissal if coming to light after my employment..  Signed ................................................................................................... Date ....................................................... |

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| Please make sure the correct postage is used and return the completed form to:  If you are not called for interview within 30 days of the closing date please assume that you have been unsuccessful in your application. |

 

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**Recruitment Monitoring Form**

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| **Personal Details**  **Full Name:**       **Title:**  **Other (please state):**  **Date of Birth:**       **Age:**       **Gender:**    (Optional) **Is your gender identity the same as the gender you were assigned at birth**? Yes  NO  **Please state where you saw this job advertised:**  **Ethnic Origin** *(Please indicate your ethnic origin – clicking on the box will place an X against your selection)*   |  |  |  | | --- | --- | --- | | Asian or Asian British  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background, please specify | Black or Black British  Caribbean  African  Any other Black background, please specify | **Other ethnic groups**  Arab  Gypsy/Romany/Irish Traveller  Any other background, please specify | | Mixed background  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background, please specify | White  English  Other British  Irish  Any other white background, please specify |  |   **Religion (mark one box only) (Optional)**  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  None  Other  Prefer not to say  **Sexual Orientation (Mark One box only) (Optional)**  Bisexual  Gay/Lesbian  Heterosexual/Straight  Other  Prefer not to say  **Disability**  Prince Regent Street Trust is positive about disability and welcomes applications from disabled people.  Please answer the section on disability, which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and / or establish that you have a disability where this is an occupational requirement (Section 60 of the Equality Act 2010 refers).  As a Disability Symbol User, the Trust undertakes to interview any applicant who declares a disability as detailed on the Application for Employment and who meets the minimum essential criteria for the job.  Do you have any of the following long-standing conditions?  Deafness or severe hearing impairment  Blindness or severe visual impairment  A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying.  A learning difficulty  A long-standing psychological or mental health condition  Other, including any long-standing illness  No, I do not have a long-standing condition  Do you have any specific requirements for interview or testing that you wish us to know about? Please give details:   |  | | --- | |  |  Please ensure you return this form with your completed application form |

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| General Issues |
| Your application will be assessed against the criteria listed on the person specification.   * CVs alone are not acceptable. You must complete the application form. * Make sure all sections are completed clearly and as fully as possible. * Make sure your application relates to the person specification. * If you run out of space you may use additional pages. * Make sure your application form is returned by the closing date. * Keep a copy of your application; it will be useful to refer to for preparation if you are called for interview.   Current legislation means that you will be required to provide documentary evidence (for example National Insurance Number) showing that you are entitled to work in the United Kingdom. If you are shortlisted you will be asked to provide this at your interview. |

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| **Personal Details and References** |
| Please complete this section fully and clearly. This is important contact information.  Referees must be able to produce information about your suitability for the post. References provided by relatives, friends or people with whom you live are not acceptable.  You will need to provide the names of two referees. One referee must be your current or most recent employer. The second referee should be a previous employer or someone who can give information about you that is relevant to the job. If you are a school or college leaver please give the name of your head teacher or tutor. Alternatively if you have had a Saturday or other part time job the person you worked for may be prepared to act as referee.  It is advisable to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.  If you are shortlisted, contact will be made with the referees you supply on the application form. If, however, we should not contact a referee prior to interview, please say so on the application form.  No offer of appointment will be made until references, that are satisfactory to the Trust, are received. |

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| Job/Career History |
| Please state your current or last employer's name, address and telephone number in full. Do not go into too much detail but list the main activities of the job.  In the previous jobs section please account for all time since you left school, college or university. List your jobs, with the most recent first, stating month and year and mentioning any gaps in employment. Include voluntary work particularly if you have not been in paid work. |

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| **Qualifications and Training** |
| List the qualifications you possess indicating grades.  List any formal, informal or on the job training you have received which you consider relevant to the vacancy.  Some posts require the post holder to be able to travel between locations This does not necessarily mean use of a car; the actual mode of transport can vary depending on the distance to be travelled. Other posts may specify that driving is essential. For this reason you are asked to state whether or not you hold a current driving licence. Please complete this section fully. |

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| **Equal Opportunities and Monitoring** |
| Prince Regent Street Trust values the diversity of the community it serves. We therefore strive to ensure that our services reflect the needs of all people within the community. All individuals can expect to receive equal access to employment, promotion and training as well as equal treatment in respect of all the services delivered by the Trust.  This policy is based on the recognition that we live and work in a diverse society in which everyone has individual abilities and needs.  We are working towards an environment where all employees, residents and service users receive equal treatment regardless of gender, marital status, family circumstances, sexual orientation, age, disability, race, colour, religion, ethnic, national or social origin.  We ask you to assist us in monitoring our policies and practices by completing the recruitment monitoring form. |

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| **The Job and You** |
| This is your opportunity to tell us why you are suitable for the job. Read the job description and person specification carefully to see what skills and experience you have that relate to those required by the job. Think about examples you can give to provide evidence of this.  Consider what you have done in the past: at home; at school; at college; in paid work; unpaid work; or in a hobby.  These may be useful to show how you meet the items on the person specification. For example running a home can show skills such as organising or budgeting, being active in a club or other groups can show teamwork, communication or organising skills.  Your completed application form will be used to decide whether or not you progress to the next stage of the selection process. No assumptions will be made about your experience. It is vital that you have told us how you meet the selection criteria.  Please do not forget to sign your application form. |