

CONFIDENTIAL



TEACHER APPLICATION FORM

1. PERSONAL DETAILS

Application for the position of

At V.A. School

In LEA

In the Archdiocese/Diocese of

Full details of present post(or college details if NQT)

At School / College

Address

LEA Notice required.....

Surname Title

Christian/First Names

Marital Status Religious Denomination / Faith..... Date of Birth / /

Address

.....

Home Telephone Number: Mobile Telephone Number:

Email Address

School Telephone Number DfES Reference Number

National Insurance Number Date of Qualification as a Teacher

Work permit details, if appropriate.....

PLEASE RETURN THIS FORM TO:(The school/college you are applying to).

CLOSING DATE FOR APPLICATIONS:

2. POST-11 EDUCATION AND TRAINING

Please give information about education received in this country or abroad, qualifications obtained including degrees, with class and division, and Teacher's Certificates, in chronological order starting from the most recent. Please include postgraduate and professional qualifications.

Establishment Attended	Full or Part time	Qualifications	Dates attended	
			From	To

State subjects in which you are qualified to teach, other subjects for which you may have relevant experience to teach and any other specialisms you have which may be relevant to your application:

.....
.....

Type of teacher training: Primary (Infant, Nursery or Junior) Middle Secondary
(PLEASE TICK APPROPRIATE BOX(ES))

Do you have the Catholic Certificate in Religious Studies or equivalent? YES / NO

If applicable, where and when did you obtain the Catholic Certificate in Religious Studies (formerly known as the Catholic Teachers' Certificate and Certificate in Religious Education)?

.....

CCRS Registration Number (if known).....

Please provide details of any other specialist Catholic postgraduate qualification (e.g. Certificate in Subject Leadership in Catholic Schools, MA in Catholic School Leadership)?

.....
.....
.....

Please list recent courses and professional development in which you have been involved in the past 3 years and which you consider relevant to this post (stating length of courses). Please continue on a separate sheet if necessary.

3. DETAILS OF PRESENT SALARY AND SCALE:

Please supply all information requested as appropriate.

Salary Scale (e.g. Main / Upper / Leadership)
Group of School Spine Point
Additional Allowances Gross Salary
.....

4. PROFESSIONAL EXPERIENCE

Please give further details of experience in chronological order, starting with the most recent.

(Students seeking a first appointment should give details of teaching practice)

Education Authority or Employer	Name & type of school or institution (State whether Nursery, Primary, Secondary, Comprehensive, Selective etc)	Age range taught/single sex / mixed	Approx. number on Roll /school group	Post held and responsibilities	Dates	
					From	To

DETAILS of all other employment and unpaid experience after the age of 16, in chronological order, most recent first (for example family duties, voluntary work etc.) which you wish to be taken into consideration:

If there are any periods of time that are not accounted for by this form and upon which you wish to comment, please do so.

.....

5. ADVERTISEMENT

Please state where you learned of this vacancy

6. MEDICAL HISTORY

How many days sickness have you had in the last 2 years? (Exclude maternity related sickness)

Please provide any details you feel are relevant

.....

Are you aware of any disability, on-going medical condition or treatment that we should be aware of? YES NO

Please give brief details of your disability and any reasonable adjustments you anticipate we would need to make.

.....

.....

7. REFERENCES

Please nominate up to three referees. In the case of a Catholic applicant, one referee should be your Parish Priest/or Priest of the Parish where you regularly worship. If you are in employment, one referee should be your present employer. Where you are applying for a Headship or Deputy Headship, one referee should be your current LEA. Please tick the boxes *only* if you *do not* want the referee(s) to be contacted prior to interview.

Name Designation

Address

..... Telephone

Name Designation

Address

..... Telephone

Name Designation

Address

..... Telephone

We reserve the right to take up references with any previous employer.

Notes: (i) Referees will be contacted before interviews unless otherwise requested (see above).

(ii) If any of your referees knew you by another name, please write that name/s in space below

.....

Are you related to any member of the Governing Body? YES/NO

If so, please give their name:

8. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

The Governors are obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

REHABILITATION OF OFFENDERS ACT 1974

If you have no convictions, simply enter "NIL". If you have been convicted of a criminal offence, the details must be listed below, together with any pending criminal convictions. Please also list any pending criminal actions or court hearings against you. Please see the **Notes for Applicants** for guidance.

Date of conviction / pending hearing	Offence	Sentence

CRIMINAL RECORDS BUREAU

In the event of a successful application a Disclosure will be sought from the Criminal Records Bureau in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry might be made.

Signature

9. DATA PROTECTION ACT 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature

10. DECLARATION

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be 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.

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

(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract).

ASYLUM AND IMMIGRATION ACT 1996

In accordance with the Asylum and Immigration Act 1996, the Governing Body will require new members of staff to provide documentary evidence that they are legally entitled to live and work in the United Kingdom. Upon taking a post candidates should provide one of the official documents listed in the **Notes for Applicants**.

NOTES TO APPLICANTS

1. Before signing this form, please ensure that every section has been completed
2. The form should be returned as instructed in the details of the post.
3. Applicants should attach a separate statement in support.
4. Applicants will only be acknowledged if a stamped addressed envelope is enclosed.
5. Applicants are reminded that this is an application for a post in a Catholic Voluntary Aided School where the Governors are the employers and that the post will be subject to the terms and conditions of the appropriate Catholic Education Service model employment contract.
6. **Rehabilitation of Offenders Act 1974:** You must declare *all* convictions that you have, including motoring offences and all convictions that have become “spent”.
7. **Asylum and Immigration Act 1996: Upon taking a post applicants should provide one of the following from the list of official documents:**
 - a. A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents), showing your name and National Insurance number. This could be a P45, a pay slip, a P60, a National Insurance card or a letter issued by one of the Government bodies concerned.
 - b. A passport describing you as a British citizen or as having the right of abode in or an entitlement to readmission to the United Kingdom.
 - c. A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that you have the right of abode in the United Kingdom.
 - d. A certificate of registration or naturalisation as a British citizen.
 - e. A birth certificate issued in the United Kingdom or in the Republic of Ireland.
 - f. A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which describes you as a national of that State.
 - g. A passport or other travel document endorsed to show that you are exempt from immigration control, have indefinite leave to enter, or remain in, the United Kingdom or have no time limit on your stay; or a letter issued by the Home Office confirming that you have such status.
 - h. A passport or other travel document endorsed to show that you have current leave to enter or remain in the United Kingdom and are not precluded from taking the employment in question; or a letter issued by the Home Office confirming that this is the case.
 - i. A United Kingdom residence permit issued to you as a national of a State which is a party to the European Economic Area Agreement.
 - j. A passport or other travel document endorsed to show that you have a current right of residence in the United Kingdom as the family member or a named national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom.
 - k. A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that you are a British citizen or have permission to take employment.
 - l. A work permit or other approval to take employment issued by Work Permits (UK) or in Northern Ireland, by the Training and Employment Agency.
 - m. A passport describing you as a British Dependent Territories citizen and which indicates that the status derives from a connection with Gibraltar.

Recruitment Monitoring Information

Post title: School:

Last name(s): Christian/First name(s):

Date of birth:

Completion of this section will help us fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post. The information provided will be used for monitoring and statistical purposes only and this section will be detached from your application form prior to shortlisting.

The categories below are in line with the 2001 census

1. Ethnic origin

I would describe my ethnic group as:

1. White

- British
- English
- Scottish
- Welsh
- Irish
- Any other White background
- Please specify.....

2. Black or Black British

- African
- Caribbean
- Any other Black background

3. Mixed

- White & Asian
- White & Black African
- White & Black Caribbean
- Any other Mixed background
- Please specify.....

4. Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Any other Asian background
- Please specify.....

5. Chinese

- Chinese

6. Other ethnic group

- Other ethnic group
- Please specify.....

2. Gender

- Female
- Male

The information contained on this form will be held on a computer file

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signed

Date



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