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| **Teacher Application Form** |  |
| Promoting equal opportunities and celebrating diversity |
| Job applied for:  |  |  |
| Grade:  |  | Reference number:  |  |  |
|  |  |

**Personal details**

|  |  |  |
| --- | --- | --- |
| Your title (for example, Mr, Mrs, Miss, Ms): |  |  |
| First name or names: |  |  |
| Last name: |  |  |
| Address: |  |  |
|  |  |  |
| Home phone number: |  | Work phone number: |  |  |
| Mobile phone number:  |  | E-mail address: |  |  |
|  |  |  |
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**Current or most recent employment**

|  |  |  |
| --- | --- | --- |
| Employer’s name and full address: |  |  |
|  |  |  |
|  |
| Job title: |  | Main |  | Threshold |  |  |
| Number on Roll (NOR): |  |  |
| Local Authority: |  | LDS |  | UNQ |  |  |
|  | Spinal point |  |  |
| Other allowances you are currently receiving including TLR/SEN |  | Current salary rate |  |  |
| Subjects and ages taught (please continue on a separate sheet if necessary): |  |
|  |  |  |
| Dates employed (from and to): |  |  |
| Reason for leaving: |  |  |
| Notice you need to give: |  |  |
|  |  |

**Previous employment**

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| **Please list the most recent first and continue on a separate sheet if necessary** |
| Date from | Date to | Employer’s name and address including local authority | Job title | Reason for leaving |
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| If you have had any breaks in employment since leaving school, please give details of these periods and your activities during these times (for example, unemployment, raising a family, voluntary work, training and so on) |
|  |
| **Professional Status** |
| Do you hold qualified teacher status? | Yes |  | No |  | If *Yes*, please give date of award |  |
| DCSF Number (for example, 12/34567) |  |  |
| Have you successfully completed a period of induction as a qualified teacher in this country where the DCSF |
| required this? | Yes |  | No |  | If *Yes,* please give date of completion and which LA |
|  |  |  |
|  |
| Was your teacher qualification gained from one of the countries that automatically qualify for QTS equivalence? | Yes |  | No |  |  |
| If yes please confirm country……………………………………. |
| Do you hold NPQH | Yes |  | No |  |  |
| Are you subject to any conditions or prohibitions place on you by the Teaching Agency, Department for Children,  |
| Schools and Families or similar departments? | Yes |  | No |  |  |
| If *yes*, give details: |  |  |
|  |  |

**Relevant Education**

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| **Education:** Please include any qualification, training and current membership of professional associations that are relevant to the post. Please see the person specification and continue on a separate sheet if necessary |
| Date from | Date to | Secondary school, college, professional body and so on | Subjects, status and qualifications achieved | Level and grade | Date achieved |
|  |  |  |  |  |  |
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| **Professional Courses attended within the last five years(**Please continue on a separate sheet if necessary) |
| Brief description and course title | Date of attendance | How long it lasted |
|  |  |  |
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**Personal Statement**

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| Please use this session to tell us how your knowledge, skills and experience match the requirements of the job set out in the person specification (please continue on a separate sheet). The selection panel will make the decision to appoint you based in the evidence you provide in support of your application, assessed against the person specification for the post. |
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**Extra Information**

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|  |
| * Can you provide evidence of your legal right to work in the UK?
 | Yes |  | No |  |  |
|  (For more information, please see the recruitment booklet) |
|  |
| * Do you have a friend or relative (including partner) that works for this Trust, is a councillor, school governor/director or works for the council or one of the borough’s schools? If *yes* please give details.
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| * Have you been subject to disciplinary proceedings (excluding sickness absence)? Yes No . If yes, please give details

……………………………………………………………………………………………………………………………. (continue on an additional sheet)* Please answer the following questions only if the person specification for the post includes these requirements.
 |
| - Do you have a valid driving licence? | Yes |  | No |  |  |
|  |
| - Do you have access to a vehicle which you are able to use for work purposes? | Yes |  | No |  |  |
|  |
| - If not, are you able to travel, for work purposes, by another form of transport?  | Yes |  | No |  |  |
| This post is exempt from the Rehabilitation of Offenders Act 1974. If you have been convicted of a criminal offence, please give details (offence, date and sentence). In the event of a successful application, you will be required to apply for an enhanced DBS disclosure and Disqualification by Association check. |
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**Disability**

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| TVI Learning are positive about employing people with disability and have a commitment to employ, keep and develop the abilities of those staff. All applicants with disability who show on their application form that they meet the minimum criteria for the vacant job will be guaranteed an interview. |

**References**

|  |
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| Please give details of two employers who can provide us with a reference, one of whom must be your current or most recent employer. In the case of a first appointment, one referee should be from your school or college. You should only give personal references if employment references are not available.If you are applying for headteacher position and are already a headteacher one referee should be from the Local Authority or Diocese and the other from your current chair of governors. |
| 1. | Name: |  | 2. | Name: |  |  |
|  | Address: |  |  | Address: |  |
|  |  |  |  |  |
|  |
|  | Daytime phone number: |  |  | Daytime phone number: |  |  |
|  |
|  | E-mail address: |  |  | E-mail address: |  |  |
|  |
|  | Position or relationship: |  |  | Position or relationship: |  |  |
| We are looking for someone who will support the safeguarding and welfare of children in our school. Please note that, in line with DfE Safeguarding Children and Safer Recruitment guidelines, references will be taken on all shortlisted candidates prior to interview. |

**Fair Processing Notice**

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| This trust 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 responsible for auditing or administering public funds for these purposes. For further information, see <http://www.barking-dagenham.gov.uk/9-council/fair-processing/fair-processing.html>  |

**Declaration**

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| I confirm that the information I have given on this form is true and correct, and you can treat it as part of any future contract of employment. I understand that if I do not provide complete and correct information, you may withdraw an offer of employment or, if I am already employed, dismiss me immediately. I also give you permission to use my personal information for monitoring and management purposes.I understand that you will deal with all the information in line with the data protection legislation. |
| Your signature: |  | Date: |  |  |
| Please return this form **by the closing date shown in the advertisement,** to the address or e-mail address given on the advertisement. |

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| **Equal Opportunity Policy**We are committed to ensuring equal opportunities in employment, and by law must monitor the racial diversity of people applying to us for employment. You must fill this section of this form as it will help us to monitor the effectiveness of our Equal Opportunity in Employment Policy.The information requested below is for statistical purposes only and will not be available to people responsible for selection. This information is covered by the Data Protection legislation, so we can only use the information for the purpose given (that is, as statistical information for monitoring purposes.Thank you for your co-operation.  |
| **Personal details** |
| **Status:** (tick only one) |
| Single |  | Divorced |  | Legally separated |  | Prefer not to say |  |  |
|  |
| Married / Civil partnership |  |  |
|  |
| **Name:** |  |  |
|  |
| **Post applied for:** |  |  |
|  |
| **Reference number:** |  |  |
| **Where did you see the post advertised?** *(if in a newspaper/journal or on a website, please state name)* |
|  |
|  |  |  |
|  |
| **Sex:** Are you (tick only one) | Female? |  | Male? |  |  |
| **Age:** (tick only one): |
| 16 to 19 |  | 50 to 59 |  |  |
|  |
| 20 to 29 |  | 60 to 65 |  |  |
|  |
| 30 to 39 |  | 66 to 74 |  |  |
|  |
| 40 to 49 |  | 75+ |  |  |
| **Where do you live** |
| Do you live in the Borough of Barking & Dagenham?(Tick only one) | Yes |  | No |  |  |
| **Employment** |
| Are you currently employed by the London Borough of Barking & | Yes |  | No |  |  |
| Dagenham |
|  |

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| **Ethnic origin** |
| I would describe my ethnic origin as the following:(please highlight or tick one). |
| **White** |
|  |  | British (WB) |
|  |
|  |  | Irish (WI) |
|  |
|  |  | Any other white background |
| (please specify below) (WO) |
|  |  |  |
| **Black** |
|  |  | British (BB) |
|  |
|  |  | African (BA) |
|  |
|  |  | Caribbean (BC) |
|  |
|  |  | Any other black background |
| (please specify below) (BO) |
|  |  |  |
| **Asian** |
|  |  | British (ABR) |
|  |
|  |  | Bangladeshi (AB) |
|  |
|  |  | Indian (AI) |
|  |
|  |  | Pakistani (AP) |
|  |
|  |  | Any other black background |
| (please specify below) (AO) |
|  |  |  |
| **Mixed**  |
|  |  | White and black Caribbean (MWBC) |
|  |  |
|  |  | White and black African (MWBA) |
|  |  |
|  |  | White and Asian (MWA) |
|  |  |
|  |  | Black and Asian (MBA) |
|  |
|  |  | Any other black background |
| (please specify below) (MO) |
|  |  |  |
| **Chinese** |
|  |  | British (BC) |
|  |  |
|  |  | Chinese (C) |
|  |
|  |  | Any other black background |
| (please specify below) (CO) |
|  |  |  |
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|  |
| **Other ethnic group** |
|  |  | (Please specify below (O) |
|  |
|  |  |  |
|  |
| **Traveller** |
|  |  | Irish Traveler (IT) |
|  |
|  |  | Romany (R) |
|  |
|  |  | English Gypsy (EG) |
|  |
|  |  | Other |
| (Please specify) (TO) |
|  |  |  |
| **Sexual Orientation** |
| This information will help us to monitor workforce andthe effectiveness of our Equalities Policy. Which oneof these best describe your sexual orientation? |
|  |  | Bisexual |
|  |
|  |  | Lesbian |
|  |
|  |  | Gay Man |
|  |
|  |  | Heterosexual (“straight”) |
|  |
|  |  | I prefer not to say |
|  |
|  |  | Other |
| (please specify below) |
|  |  |  |
|  |
| **Faith / Religion** |
|  |  | Buddhist |
|  |
|  |  | Christian |
|  |
|  |  | Hindu |
|  |
|  |  | Sikh |
|  |
|  |  | Muslim |
|  |
|  |  | Jewish |
|  |
|  |  | I prefer not to say |
|  |
|  |  | I don’t know |
|  |
|  |  | I do not identify with any religious groups |
|  |
|  |  | Other |
| (please specify below) |
|  |  |  |
|  |
| **Caring Responsibilities** |
| Do you have any caring responsibilities? |
|  |
|  |  | Yes |  | No |
|  |
| **A carer is defined as some who:** |
| “…cares for, or expects to care for, husband, wife or partner,a relative such a relative such as a child, uncle, sister, parent-in-law, son-in-law or grandparent, or someone who falls into neithercategory but lives at the same address as the carer”. |