

JOB APPLICATION FORM

Post Applied for:

At North Road Academy

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). See **Notes for Guidance** below for reference help to completing the form.

All sections must be completed.

PERSONAL DETAILS

Surname/Family Name:	Preferred Title:
First Name(s):	Previous Surname:
Home Address:	Present Address (if different):
Post Code:	Post Code:
Telephone (Home):	Telephone (Work):
Telephone (Mobile):	Email:
Date of Birth:	GTC Number (if applicable):
CURRENT EMPLOYMENT (If you are not currently employed as a teacher please give details as appropriate)	
Name of Establishment:	Employer:
Type of School:	Key Stage:
Post Held:	Date Appointed:
Pay Scale:	Total Annual Salary:

PREVIOUS EMPLOYMENT DETAILS

Please list in chronological order, with precise dates if possible, as this information may be used to assess salary.

a) In Education (Supply teaching appointments need not be listed individually)

Employer and Establishment	Post and Grade	Type of School / Key Stage	From	To	Reason for Leaving

b) Outside Education

Employer	Post	From	To	Reason for Leaving

HIGHER EDUCATION

Establishment(s)	From	To	Full/ Part-time	Qualification Awarded			
				Degree	Class	Division	Date of award
Degree							
or Cert.Ed							
PGCE				Key Stage			
Other				Subject			

SECONDARY SCHOOL EDUCATION

Establishment(s)	From	To

Examinations (for **first teaching appointment** please give details of 'A' Levels and GCSEs, or equivalent: i.e. Subject, Date, Results/Grade).

Subject	Date	Results/Grade

OTHER QUALIFICATIONS OBTAINED

Course and Organising Body	Date	Qualification

PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 (Please give details)

	From		To	
	Month	Year	Month	Year

LEISURE INTERESTS

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

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REFERENCES

Please give the names, addresses and status of two referees who may be approached now.

References from friends or relatives are not acceptable.

(If you are currently employed as a teacher, one referee **must** be your present Headteacher).

1) Name:	Status:
Address:	
Telephone:	
Email:	
2) Name:	Status:
Address:	
Telephone:	
Email:	

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

From what source did you learn of this vacancy?	
Has someone else completed this form on your behalf?	Yes/No
If yes, please provide the person's name and an explanation:	

CONFIRMATION OF DETAILS I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.
Signature:
Date:

RETURN ADDRESS: North Road Academy Recruitment Department North Road Cobridge Stoke-on-Trent ST6 2BP

For School Use Only: Please ensure that completed applications for successful candidates are returned to:

EQUAL OPPORTUNITIES RECRUITMENT MONITORING

Name: Job Title:

Date:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

Ethnic Origin

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2001 Census with additional categories included.

A White

British / Irish

Bosnian

Albanian

Kosovan

Romanian

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Any other White background please write in below:

.....

B Mixed

White and Black – Caribbean

White and Asian

White and Black – African

Asian and Black

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Any other Mixed background please write in below:

.....

C Asian or Asian British

Indian

Kashmiri

Pakistani

Bangladeshi

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Any other Asian background please write in below:

.....

D Black or Black British

Caribbean

African

<input type="checkbox"/>
<input type="checkbox"/>

Any other Black background please write in below:

.....

E Chinese or other ethnic group

Chinese
Arab
Afghan
Kurdish
Vietnamese

Any other please write in below:

.....

Gender

I am: Female Male

Date of Birth: Age:

Disability

The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above?

Yes No

If all of the above does not apply to you, however, you consider yourself to have a disability please tick here.

Employment Status

Are you currently employed?

Yes No

If yes, please state if you are employed on a temporary, casual or permanent basis:

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Are you currently unemployed? Yes No

Thank you for completing the North Road Academy Equal Opportunities and Recruitment Monitoring Form

NOTES FOR GUIDANCE - TEACHING STAFF

THE APPLICATION FORM

Completing the application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore most important that you complete ALL sections of the application form, which are relevant to you as clearly and fully as possible. Please do not include a Curriculum Vitae with your application, but try to include all relevant information on the form itself using, additional sheets if necessary. The following notes will explain the application form and give some useful advice on how to complete it. Please use BLACK ink or type since it will be necessary to photocopy your form.

VACANCY DETAILS

This section may have already been completed by the department, but please check all details are complete and correct. If they are not, please refer to the job advertisement to fill in this section.

PERSONAL DETAILS

Please enter your personal details fully and clearly so that we may contact you about your application.

GENERAL TEACHING COUNCIL REGISTRATION (GTC)

It is a legal requirement that all qualified teachers are registered with the General Teaching Council. If you are not you should make arrangements to contact the GTC for a registration pack on Telephone No: 0870 001 0308.

EDUCATION DETAILS (SECONDARY/FURTHER EDUCATION)

We are interested in ANY form of education you are involved with or have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualification gained overseas or as part of a Training Scheme.

EXPERIENCE - previous career and other

Please give full details of all employment and other experience since leaving school, including any breaks or unpaid activities such as voluntary work, child rearing, travel abroad etc. We are interested in all present or past employment you consider relevant to your application. If you have recently left school or college or a training programme and have not yet had a full time or permanent job, please give details of any other employment that you may have had such as work experience gained on Training Schemes, part time, holiday work or voluntary activities. Please include your current job title and where applicable school and LEA. If you have passed through the threshold and you are successful in your application you will be required to produce a copy of your letter of confirmation to Schools Personnel Services/The Staff Agency. This will assist in ensuring you receive the correct salary.

IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT

Please include any training you have undertaken which you feel is relevant to the job you are applying for. We do of course recognise that not everybody has had access to training opportunities.

ARRANGEMENTS FOR INTERVIEW

If you have a disability, please complete this section so that we can make suitable arrangements, for instance, wheelchair access, sign interpreter if you are called for an interview. This information will not be used in deciding your suitability for the job.

REFERENCES

Please give the names and addresses (including postcode) of two referees. If you have been or are employed, the first referee should be your present or most recent employer. Students should give a College Principal as their first referee and their second referee should be a representative from their teaching practice. "Position/Job Title" (if appropriate) refers to the referee, e.g. Manager, Senior Lecturer, Head Teacher.

OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

Pick out those aspects of your experience or skills that are **RELEVANT** to this post.

Explain how your experience, abilities, skills and knowledge match those required for the vacancy, where set out in the **person specification** (where provided).

Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include important issues particularly related to the school e.g. the curriculum on offer, the ethos of the school etc.

If you are a newly qualified teacher you may wish to give us your views on working in Birmingham and if you wish to work in a faith school. Give examples where you can in support of your application.

DISCLOSURE

It is **essential** that you complete this section with full details as requested. Please note that a conviction will include circumstances where the offender has been put on probation, has been discharged either conditionally or absolutely, or has been bound over to keep the peace or be of good behaviour.

DATA PROTECTION ACT

Please note that the information given will be held on computer and that your rights under the Data Protection Act 1998 apply.

CONFIRMATION OF DETAILS

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated your application form to confirm that your details are correct and complete. Refer to the closing date and ensure your application form is sent in plenty of time. Applications should be received by the closing date. Please return the form to the address shown on the application form. You may find it useful to keep a copy of your application form. All applications are treated confidentially.

RECRUITMENT MONITORING FORM

An effective policy of equal opportunities necessitates the collection of information about applicants.

To ensure that our Equal Opportunities Policy is effective we need to be able to monitor the number of people applying for and starting jobs with us. Please help us by ticking or completing the appropriate boxes in this section. Any figures gathered will not identify individuals, but will only be used to measure how we are progressing. This information will not be used by those involved in selection procedures and is for statistical purposes only.