



**CONFIDENTIAL TEACHING APPLICATION FORM**  
(including headteachers and deputy headteachers)

Please complete in **black** as this form may be photocopied.

**1. APPLICATION FOR THE POST OF**

**2. PERSONAL DETAILS (BLOCK LETTERS PLEASE)**

Surname:

Forename(s):

Title by which you wish to be referred: Mr/Mrs/Miss/Ms/Other (Please indicate which is applicable)

Address for correspondence:

Permanent address (if different):

Post code:

Post code:

Tel number(s): \_\_\_\_\_  
Home / work / mobile (please state)

Email: \_\_\_\_\_

National insurance number

DFE ref number

Date of Birth

**3. EMPLOYMENT**

Name and address of current employer:

Name and address of establishment where employed (if different):

Postcode:

Present post:

Date appointed:

Current annual salary:

Point on pay spine: Additional TLR:

Age range of students:

Number on roll:

Brief description of duties:

**Previous employment (most recent first and exact dates)**

Employer (if employed by an LEA, give LEA and school/college)	Post	Grade/ scale	Full or Part-time (give hrs)	Dates			
				From		To	
				M	Y	M	Y

Continue on separate sheet if necessary.

**4. EDUCATION AND TRAINING** Post 16 education and training (including teacher training)

Dates		Full or Part-time	Name of Educational Establishment	Qualification gained	Class of degree eg Hons II (ii)	Date of award
From	To					

### Details of Teacher Training

If qualified since 1999, please give date when Newly Qualified Teacher Status (QTS) awarded: \_\_\_\_\_

Primary / Secondary / Further  
*(please delete)*

Age range for which trained \_\_\_\_\_

Main teaching subject: \_\_\_\_\_

Subsidiary subject(s): \_\_\_\_\_

**Other recent courses and INSET in which you have been involved in the past 3 years and which you consider relevant to this post.** (Please continue on separate sheet if necessary)

### 5. PERIODS OF UNREMUNERATED ACTIVITY

eg. Raising family, unpaid voluntary work, after the age of 18 years.  
(This may affect incremental entitlement)

How time was spent	Dates	
	From	To

### 6. ADDITIONAL INFORMATION

You may wish to include additional information in support of your application. This should be brief but in any case no more than two sides of A4 size paper. This additional information should include some indication of why you are interested in this particular post and what experience, interests and skills you can offer in relation to the job description/person specification.

## 7. REFERENCES

Please provide details of two referees below. One of the referees should be your present or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then headteachers, college lecturers or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

Name:	Name:
Status:	Status:
Address:	Address:
Postcode:	Postcode:
Telephone number:	Telephone number:
Email address:	Email address:

Do we have your permission to approach the above prior to interview?

**YES / NO**

If no, you may wish to give reason(s) \_\_\_\_\_

## 8. PENSION

Please give details of any pension scheme to which you have contributed:

\_\_\_\_\_

If you have opted out of the Teachers' Pension Scheme please give details:

\_\_\_\_\_

Have you elected to have your part-time relief employment treated as pensionable?

YES/NO

If YES, please give date of election:

\_\_\_\_\_

## 9. GENERAL

You are required to declare below any relationship with or to a member of Top Valley Academy Governing Body or an employee of the school.

Please state name and position and your relationship to them:

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Have you ever been the subject of formal disciplinary proceedings?

YES/NO

If YES, please give brief details including dates:

## 10. DISCLOSURE OF CRIMINAL BACKGROUND

The Authority is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs given them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure and Barring Service.

Due to the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must provide information about all convictions, including those which for other purposes are 'spent' under the Provisions of the Act.

Please answer the following questions.

Have you ever been convicted of a criminal offence?

YES/NO

Have you ever been cautioned for a criminal charge?

YES/NO

Are you at present the subject of a criminal charge?

YES/NO

## 11. OVERSEAS CHECKS

Have you lived or worked outside the United Kingdom for three months (or more) during the last five years of your adult life (16 +)? YES/NO

If YES to any of the above questions in section 10 and 11, please give brief details including dates.

## 12. EQUALITY ACT 2010

The Equality Act 2010 permits Top Valley Academy to enquire if you have any health issues or a disability for the purpose of ensuring we give you a fair selection interview. The Equality Act 2010 defines disability as, "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities".

Do you consider yourself to have a disability? YES/NO

If you have answered YES to the above, is there any information that we need in order to offer you a fair selection interview?

## 13. DATA PROTECTION ACT

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside the Council or school without first seeking your permission. You can ask our Data Protection Officer about your legal rights regarding personal information or you can contact the Information Commissioner whose website is [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## 14. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Authority/School.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Please return your completed form BY POST/EMAIL or BY HAND to arrive by the closing date to HR and Payroll Manager, Top Valley Academy, Top Valley Drive Nottingham NG5 9AZ or by email to [josborne@topvalleyacademy.org](mailto:josborne@topvalleyacademy.org) the contact name and address shown in the advertisement/information pack.**

**If you have not received a reply within the next six weeks, you should assume that your application has been unsuccessful.**