

Please print off and return to: North Kesteven Academy Moor Lane North Hykeham Lincoln LN6 9AG Head: Mrs J Tunnicliffe	TEACHING APPOINTMENT: CONFIDENTIAL
	FOR OFFICIAL USE ONLY
	Acknowledged:
	Interview Date:
	Time:
	Result Notified:

PLEASE COMPLETE THIS PAGE IN BLACK INK OR TYPESCRIPT USING BLOCK LETTERS.

Post applied for:	
Closing Date:	How did you hear about this job?

PERSONAL DETAILS – Section A	
SURNAME:	FIRST NAMES: MR/MRS/MISS/MS:
ADDRESS:	PREVIOUS NAMES:
	DFES REFERENCE No:
	NATIONAL INSURANCE NO:
	CURRENT DRIVING LICENCE:
Home Telephone:	SUPERANNUATION SCHEME: TEACHERS'/OTHER (please specify)
Mobile Number:	Work Telephone: (optional)
Email Address:	

PRESENT TEACHING POST (if applicable) – Section B	
PRESENT POST:	
DATE APPOINTED:	FULL TIME/PART TIME:
CURRENT SALARY SCALE/GRADE:	SPINAL POINT:
NAME & ADDRESS OF SCHOOL:	NAME & ADDRESS OF LOCAL AUTHORITY (IF APPLICABLE):
Tel No:	Tel No:
Type of School:	Single Sex/Mixed:
Number on Roll:	Age Range Taught:

TEACHING QUALIFICATIONS – Section C
DATE QUALIFICATION AWARDED: (MONTH & YEAR)
DATE OF COMPLETION OF PROBATION:

EDUCATION AND TRAINING – Section D					
Secondary / Further Education	DATES		QUALIFICATIONS GAINED		
Name of Secondary School:	From:	To:	Subject:	Level:	Date:

Higher Education / Teacher Qualifications					
Name of Colleges/ Universities	DATES		QUALIFICATIONS GAINED		
	From:	To:	Title & Subject: (Please state F/T or P/T)	Class:	Date:

Membership of Professional Bodies				
Name of Professional Body:	Membership grade:	Was membership gained through examination?	Where?	Date:

In Service Training attended in the last 3 years:		
Course:	Qualifications gained:	Dates:

ALL PREVIOUS TEACHING POSTS HELD – Section E (Please list in chronological order):						
Name of Education Authority and Division or Area:	Name and type of School and whether single sex:	Approx Number on roll:	Post title, Grade or Scale – Full or Part time:	Age Range taught:	Dates (M & Y)	
					From:	To: <i>(Including reason for leaving)</i>

ALL NON-TEACHING EMPLOYMENT – Section F
Please give details including dates of other employment or occupations, including HM Forces and present post (if applicable).

Medical information – Section G
Note: A successful candidate will complete a Health History form and may be asked to attend a medical examination.
 Applications from candidates with disabilities are welcomed and the School will make every effort to ensure a fair selection process.

Do you consider that you have a disability?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes please give details:				

Is there anything we need to know about your disability in order to offer you a fair selection interview?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes please give details:				

If you consider that you have a disability, please describe below any reasonable adjustments which you feel should be made to the job itself which, if you were appointed, would enable you to carry out the job duties.

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Are you in good health?

Yes

No

Please give details of any health/disability problem(s) which may be relevant to the position applied for:

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CRIMINAL OFFENCES (including cautions and spent convictions) Failure to disclose could lead to dismissal – Section H

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Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(ii) of the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order, 1975 and you are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the School.

OUTSIDE INTERESTS/ACTIVITIES – Section I

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Involvement with any voluntary work or organisation (if relevant)

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Do you have armed service/public duty commitments?(e.g. are you a member of the TA, a JP or Councillor, etc.)

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Please use this box to provide any further information to support your application (attaching a letter or statement as appropriate)

General – Section J

Have you made an application to this School before?

Yes

No

If yes, please give details:

Are you eligible to work in the UK?

Yes

No

Please state what documentation you can provide to demonstrate this, e.g. British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK.

Referees – Section K

References will normally be taken up from your present/last employer and may be called for prior to interview, if you are shortlisted.

1. Name:

2. Name:

Address:

Address:

Tel No: (inc area code)

Tel No: (inc area code)

Status:

Status:

ARE YOU, TO YOUR KNOWLEDGE, RELATED TO ANY EMPLOYEE(S) OR GOVERNOR(S) AT THE SCHOOL?

Yes

No

If Yes, please give details including name(s), position(s) and relationship(s):

DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.

DECLARATION

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true.

I understand that any false declaration or misleading statement or a significant omission or canvassing governors or staff directly or indirectly may disqualify me from employment and render me liable to dismissal with or without notice.

I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the School believes it appropriate) a medical report, all of which must be deemed by the School as satisfactory.

Signature of Applicant:

Date:

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North Kesteven Academy is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment.

The successful applicant will be subject to an enhanced DBS disclosure.

EQUAL OPPORTUNITY POLICY

North Kesteven Academy is an Equal Opportunity employer. We recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community. The School operates a policy, the aim of which is to ensure that unfair discrimination does not take place in recruitment. In order to help the Academy monitor the effectiveness of this policy (and for no other reason), you are asked to provide the information requested below.

This information is confidential and does not form part of your application. This slip will be detached from your application form when it is received and the information will not be taken into account when making the appointment.

Post Title: Date of Birth:

Surname: Title: N.I.Number:

Forename(s):

All previous Surnames/Maiden Names: Marital Status:

1. Gender

Are you: Male Female

Please state where you learned of this vacancy:

2. Nationality:

3. Ethnic Origin

To which of these groups do you consider you belong? (Please tick one only)

White

White British White Irish

Any other White background, please specify:

Mixed

White and Black Caribbean White and Black African

White and Asian

Any other Mixed background, please specify:

Black or Black British

Caribbean African

Any other Black background, please specify:

Asian or Asian British

Indian Pakistani

Bangladeshi

Any other Asian background, please specify:

Chinese or other ethnic group

Chinese Any other, please specify:

4. Disability

DISABILITY DEFINITION

The Equality Act 2010 states: 'a person (P) has a disability if...P has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on P's ability to carry out normal day-to-day activities'.

Do you consider yourself to have a disability within the meaning of the Equality Act 2010?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please state nature of disability:

5. Religious Belief and Sexual Orientation

If you wish you may disclose information about yourself in this section:

Religion:

Sexual orientation:

Please continue overleaf if necessary, stating title heading.

Signature

Date