



CONFIDENTIAL

Application for Supply Teaching at Enmore C of E Primary School

This form should be typed or hand-written in black ink for photocopying purposes

Application for the Post of Supply Teacher at Enmore Church of England Primary School

Part A – Personal Details

Surname: Previous surname(s):

Forenames: Known name:
(if different to forename)

Title: Mr/Mrs/Miss/Ms/Dr/Other (please state) Gender: M / F

Date of Birth: N.I. Number:

Home Address:
 Tel. No. Home:
 Tel. No. Work:.....
 Tel. No. Mobile:

Post Code DfES Ref. No.:.....

FOR OFFICE USE ONLY

- Reference 1 Obtained Date..... Reference 2 Obtained Date
- DBS Clearance Obtained Date Clearance Number
- Disqualification by Association Declaration Obtained Date
- Short Form Medical Questionnaire completed Date
- Full Medical Questionnaire Required Yes/No – Date sent to applicant
- Confirmation from Occupational Health (if applicable) suitable for post Date
- Date of Commencement

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- Grade Description / Code

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Notes for candidates

- All sections of the application form must be completed. The application must then be forwarded to the School.
- Additional information, which you consider relevant, may be submitted on a separate sheet if there is insufficient space on the form. Please do not glue/attach information to the form as it makes it difficult to photocopy.
- Your entries should be typed or clearly written in black ink to facilitate photocopying. You are requested to complete all sections. Please mark any section which does not apply N/A. Additional relevant information may be submitted on a separate sheet if there is no room for it on the form.
- The information supplied by you on this form will be used for recruitment and selection purposes only and will be treated as confidential.
- The School has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. You may be required to complete a confidential health declaration form and, if so, the offer of employment will be subject to receipt of a satisfactory medical report. In some cases a medical examination may be necessary before an appointment can be confirmed.
- All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this, the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or provide other evidence of their entitlement to work in the UK.
- This post requires a criminal background check via the Disclosure Procedure.
- Spent Criminal Convictions: The post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal **any** information concerning spent or unspent convictions, cautions, reprimands or warnings. Failure to disclose information concerning such convictions in your application for this post may lead to dismissal or disciplinary action by Governors or LEA. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post.
- Enmore C of E Primary School strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, ethnic or national origin, gender, marital status, religion, sexual orientation or political belief.

Part B - Education and Training

Please provide information about post -16 education and training you have received in this country or abroad and include all qualifications obtained, including degrees, with class and division and Teaching Certificates. Please present this information in reverse date order.

Establishment	Full or part-Time	Subjects studied / examinations taken	Qualification obtained	Dates attended

Type of teacher training:	Early Years	<input type="checkbox"/>	Primary	<input type="checkbox"/>	Middle	<input type="checkbox"/>
	Secondary	<input type="checkbox"/>	Further Education	<input type="checkbox"/>	Special	<input type="checkbox"/>
					Other	<input type="checkbox"/>

Part C - Previous Appointments (other than teaching)

Please provide information, in reverse date order, on any other experience including raising a family and voluntary work.

Name and address of employer/organisation	Dates of employment	Job title and description

Part D - Teaching Experience

Please give details of all previous teaching experience in reverse date order, beginning with your current post.

Local Education Authority or employer, name and size of school (Number on roll)	Age range taught	Dates of employment	Status / curriculum / responsibilities / subjects	Salary, scale point and allowances
Current post				
Previous posts				

Part E – In-Service Training

Please give details of any In Service Training/Professional Development courses attended, of 3 days or more, within the last 5 years, which you consider relevant to this post, in reverse date order.

Organising body/ provider	Course title/theme	Year	Duration	If assessed, indicate result

Part F - Personal interests and hobbies (include positions of responsibility)

Part G - Details of your reasons for applying for the position

Please give details of what you can offer in terms of your personality, abilities, skills, aptitudes, experience and achievements (continue on a separate sheet if necessary.) Alternatively, you may wish to include this information in a covering letter.

Part H - References

Please give the names of two referees. Unless you are seeking your first appointment, you should quote your present or most recent headteacher or equivalent person. At least one of your referees must be able to comment on your teaching abilities.

1. Name Occupation

Address

..... Postcode

Daytime Tel. No Position / Relationship to you

E-Mail:.....

2. Name Occupation

Address

..... Postcode

Daytime Tel. No Position / Relationship to you

E-mail:.....

Part I - Administrative Information

a) If you have previously worked as a part-time or supply teacher, have you elected with the DfES (Teachers' Pensions) to pay superannuation on your part-time earnings?

Yes	No
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- b) If you have elected, please give date
- c) Have you previously opted out of the Teachers' Pension Scheme?
- d) If you have opted out, please give date
- e) Are you a member of another pension scheme?
- f) If yes, please specify the name of the pension scheme.

Do you consider yourself to have a disability?

Yes	No
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If yes, would the provision of any aids or modification assist you in carrying out the duties of the post?

Is there anything we need to know about your disability in order to offer you a fair selection interview?

Part J – Declarations

Are you recognised as a qualified teacher?

YES NO

If not, are you eligible for recognition?

YES NO

Probation Period

Have you successfully completed a period of probation?

YES NO

Spent Convictions

Do you have any spent or unspent convictions, cautions, reprimands or warnings?

YES NO

If **yes** please provide details on a separate sheet and enclose in a separate sealed envelope with your application

Failure to disclose information may lead to dismissal or disciplinary action by the Authority. Any information given will be treated in the strictest confidence and will be considered only in relation to your application to this post.

Declaration

I certify that, to the best of my knowledge, the details provided by me on this application form are correct. I understand that if I have undertaken any form of canvassing or have knowingly given false information on this form or to the Selection Panel, I may disqualify myself from appointment or, having taken up appointment, may render myself liable to disciplinary action not excluding my dismissal.

SIGNATURE DATE