



Post Applied for:	
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PLEASE COMPLETE ALL SECTIONS IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).

1 Personal details			
Surname:		Preferred Title:	
First name(s):		Previous surname:	
Home address:		Present address: <i>(if different)</i>	
Post code:		Post code:	
Telephone (home):		Telephone (work):	
Telephone (mobile):		e-mail:	
Date of Birth:			
National Insurance No.:		DfE Teacher Ref. No.:	
Date of Recognition:			

2 Education (higher) <i>List all higher qualifications including degrees and post graduate qualifications</i>								
From	To	University	FT/PT	Qualification awarded				Date of award
				Degree	Subject	Class	Division	
				PGCE	Main subject	Second sub	Key stages	

3 Education (secondary)		
From	To	Establishment(s)

4a Examination results – LEVEL 3 (school/college) <i>Give details of all qualifications obtained</i>			
Date	A-level or other	Subject	Results/Grade

4b Examination results – LEVEL 2 (school) <i>Give details of all qualifications obtained</i>			
Date	GCSE or other	Subject	Results/Grade

5 Other qualifications obtained and relevant INSET		
Date	Course and organising body	Qualification

6 Current employment <i>(If you are not currently employed as a teacher please give details as appropriate)</i>			
Name of establishment:		Employer:	
Type of school:		Age range:	
Post held:		Date appointed:	
Main scale point/UPS:		Total annual salary:	
TLR allowance:		Date available to start:	
Teaching subjects:			
Reason for leaving			

7 Previous employment in education <i>List in chronological order, earliest to latest, with precise dates.</i>						
From	To	Name of school	Type (Comp, select, mixed)	Post and scale	FT /PT	Reason for Leaving

8 Previous employment outside education <i>List in chronological order, earliest to latest, with precise dates.</i>				
From	To	Establishment name and type	Post and responsibilities	Reason for Leaving

9 Periods not accounted for in previous sections since age 18 <i>Give all details</i>		
From	To	Details

10 Leisure interests *State briefly what your main leisure interests are, particularly if they are relevant to teaching.*

11 References *Give full details of two referees who may be approached now. Relatives/friends are NOT acceptable. (If you are currently employed as a teacher, your main referee must be your present Headteacher)*

Name:		Name:	
Status:		Status:	
Establishment:		Establishment:	
Address:		Address:	
Postcode		Postcode	
Telephone:		Telephone:	
e-mail:		e-mail:	

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.

12 Other information	
From what source did you learn of this vacancy?	
Are you a relative or partner of any employee or governor of the School?	Yes/No
If yes, please give details:	
Has someone else completed this form on your behalf?	Yes/No
If yes, please provide the person's name and an explanation:	

13 Rehabilitation of offenders act	
<i>All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so. Failure to disclose any such convictions could result in dismissal or disciplinary proceedings by the school. Any information will be treated confidentially.</i>	
Have you ever been convicted of a criminal offence by a Court of Law?	Yes/No
If yes, please attach details in a sealed envelope, including the offence and the date:	

CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)
From 1st December 2012, the Criminal Records Bureau (CRB) will merge with the Independent Safeguarding Authority (ISA) to form the Disclosure & Barring Service (DBS) and new disclosure certificates received by the Council will be branded DBS. If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind-overs.

THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006
In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK.

14 Declaration
I certify that the information given above and overleaf is correct to the best of my knowledge. I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.
I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.
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:

We prefer to receive applications electronically to helen.smith@ridgeway.herts.sch.uk. Receipt of this application may not be acknowledged unless specifically requested (in which case if sending via post please enclose S.A.E)

YOU NOW NEED TO COMPLETE A COVERING LETTER OF APPLICATION

Please note that this letter is in place of a person specification form and should contain information relevant to your application and suitability for the role. A pro forma is not available