# 

Priory Lane, Macclesfield, SK10 4AF

Tel: 01625 827898

Fax: 01625 820051

E mail: jobs@fallibroome.org.uk

## Application for Teaching Appointment

**Post:**

**Name:**

Please ensure that you complete this form in full, as incomplete applications will not be accepted.

### Personal Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name |  | | Known as: |  |
| Surname |  | | Preferred Title |  |
| Previous Surname/s |  | | Age |  |
| Email |  | | Date of Birth |  |
| Address for Correspondence |  | | | |
| Post Code |  | |
| Teacher Ref. No. |  | |
| NI No. |  | |
| Telephone | Home |  |
|  | Work |  |
|  | Mobile |  |

|  |  |
| --- | --- |
| Where did you see the advert for this job? |  |

|  |  |
| --- | --- |
| Nationality at birth |  |
| Present nationality (if different) |  |
| Do you require a visa to work in the UK? |  |
| If Yes, please state the type |  |

#### Current Employment Details (Teaching)

With regard to your current or most recent teaching position, please indicate:

|  |  |
| --- | --- |
| Pay spine point (M1-UPS3) |  |
| Value of TLR (if any) |  |
| Value of other allowances (if any) |  |
| If part-time, please indicate the proportion (e.g. 0.6) |  |
| Total salary |  |
| Required notice period |  |

Please provide a brief description of the year groups and courses that you have taught. For KS4 and KS5, an indication of the Examination Boards that you currently work with would also be helpful.

|  |
| --- |
| KS3 |
|  |
| KS4 |
|  |
| KS5 |
|  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title of Post | Full-time or part-time | TLR Held (e.g. 2b) | Permanent or temporary | Name, Address and Telephone Number of School | NumbersonRoll | Age Range Taught | Dates | | Reason for Leaving |
|  |  |  |  |  |  |  | From | To |  |

**Teaching Employment Record**

Please enter the most recent first, including the post described on the previous page. Please indicate your reason for leaving each position clearly. If there is insufficient room in this table to clarify any particular departure, please ensure that you elaborate on the relevant underlying issues in your letter of application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title of Post/Type of Experience | Name & Address of Employer | Dates | | Reason for Leaving |
|  |  | From | To |  |

**Non-Teaching Employment Record (Please enter most recent first, including part time or voluntary work)**

**Educational Attainment (GCSE or Equivalent)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Duration  From To | | Full Name & Town of School/College | Qualifications gained (including grades) | | |
|  |  |  | Qual.  (e.g. GCSE) | Subject(s) | Grade |

##### Educational Attainment (A Level or Equivalent)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Duration  From To | | Full Name & Town of School/College | Qualifications gained (including grades) | | |
|  |  |  | Qual.  (e.g. A-Level) | Subject(s) | Grade |

##### Educational Attainments (Degree or Equivalent)

##### Please note that you will be required to produce relevant evidence of qualifications gained.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Duration  From To | | Full name & town of School/College | Qualifications gained (including grades)  or for which you are studying | | |
|  |  |  | Qual.  (e.g. Degree) | Subject(s) | Grade |

### Training Record

#### In addition to the educational record listed previously, please give outline details of any training completed in the last three years that you have found particularly beneficial.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  From To | | Duration | Title/Description |
|  |  |  |  |

|  |  |
| --- | --- |
| Have you, at any point, reached a “compromise agreement”with a previous employer and left by consent and to avoid formal disciplinary procedures? If yes, please give details below: |  |
|  | |
| Please indicate below if you know any existing employees or governors at the school and, if so, how you know them: | |
|  | |
| If appointed, do you or your family have any interests, carry out any work or hold any appointments that may conflict with your employment at the Fallibroome Trust? If yes, please provide details below: | |
|  | |
| Pastimes and leisure interests: | |
|  | |

#### References

If relevant, you must include a reference from your employer when you last worked with children. If you last worked in a school, we expect a reference from your Headteacher/Deputy Headteacher. Where these two references do **not** cover a three-year period, we ask that you provide contact details of subsequent referees on a separate sheet.

Please note that we ask all referees to comment on your suitability to work with children. Also, please let your referees know that you have nominated them and to expect a request for a reference should you be shortlisted.

|  |  |
| --- | --- |
| First Referee | |
| Name |  |
| Role  (e.g. Headteacher) |  |
| Address |  |
| Post Code |  |
| Work phone |  |
| Email |  |

|  |  |
| --- | --- |
| Second Referee | |
| Name |  |
| Role  (e.g. Head of Department) |  |
| Address |  |
| Post Code |  |
| Work phone |  |
| Email |  |

**Criminal Record**

|  |
| --- |
| You must answer all the questions below – please circle your answer. If you give any information which is false, or if you withhold any relevant information, this may lead to your application being rejected or, if you have already been appointed, to your dismissal. You must tell us immediately if you are charged with an offence after you complete your form and before you take up any job offered as a result of your application. |

|  |  |
| --- | --- |
| Are you or have you ever been debarred from working with children or vulnerable adults? | |
| Yes | No |

|  |  |
| --- | --- |
| Have you ever been convicted or found guilty by a court of any offence in any country (excluding parking but including all motoring offences, even where a spot fine has been administered by the police), or have you ever been put on probation or absolutely/conditionally discharged or bound over after being charged with any offence, or is there any action pending against you? | |
| Yes | No |

|  |  |
| --- | --- |
| Have you ever been convicted by a Court Martial or sentenced to detention or dismissal while serving in the armed forces of the UK or any other country? | |
| Yes | No |

|  |  |
| --- | --- |
| Have you been charged with any offence which is still pending? | |
| Yes | No |

|  |  |
| --- | --- |
| Have you ever received a police caution? | |
| Yes | No |

|  |
| --- |
| If you have answered ‘yes’ to any of the above questions, please give full details below. If you were cautioned and/or convicted please outline the details including the date and place. |
|  |

**Other matters**

Do you know of any other matters not covered above relating to you and/or your background, which might cause your reliability or suitability to be called into question regarding either of the following: employment with the Fallibroome Trust or working with children?

|  |  |
| --- | --- |
| Yes | No |
| If you have answered ‘yes’ to the above question, please give full details below. | |
|  | |

**Declaration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I declare that the information I have given in this whole form is, to the best of my knowledge and belief, true and accurate. I understand that any false information or omission in the information I have given above may mean that my application is rejected, or an offer is withdrawn, or I may be disqualified from employment with the Fallibroome Trust. I understand that if I am employed by the Fallibroome Trust and any incorrect or omitted information relating to this application comes to light, my employment may be terminated. I understand that if I am employed by the Fallibroome Trust I have a continuous obligation to disclose any new information that emerges in relation to the questions regarding suitability for employment. This includes any changes to the information given above. Failure to do so may mean my employment may be terminated. Successful applicants will be subject to a Disclosure and Barring Service check. | | | | |
| I have read and understood the above | | Yes/No | | |
| Name |  | | Date |  |

**Data protection**

|  |
| --- |
| Any data about you will be held in secure conditions, with access restricted to those who need it in connection with the application and selection process. Data may also be used for the purposes of monitoring the effectiveness of recruitment. In these circumstances all data will be kept anonymous. If you are unsuccessful, your personal data relating to your application will be kept for two years. |

**Thank you for taking the time to complete this form.**

Please send this form by email to [jobs@fallibroome.org.uk](mailto:jobs@fallibroome.org.uk).

**You are also requested to submit a letter in support of your application. Please see the additional information provided for guidance relating to required format for this letter.**