



THE URSULINE PREPARATORY SCHOOL ILFORD
APPLICATION FOR TEACHING APPOINTMENT

Please complete this form in typescript or black ink. Complete the form fully ensuring there are no gaps in employment history and all safeguarding questions are answered. Applicants may use a continuation sheet for sections where additional space is required.

POST:			
AGE GROUPS FOR WHICH TRAINED:	<i>Foundation</i>	<i>Key Stage 1</i>	<i>Key Stage 2</i>
MONTH/YEAR QTS AWARDED:			

1. SPECIALIST SUBJECTS	
MAIN:	OTHER:
TEACHER REFERENCE NUMBER:	NATIONAL INSURANCE NUMBER:
DO YOU REQUIRE PERMISSION TO WORK IN THE UK? YES/NO	
Please X the box if you are a newly qualified teacher (NQT) or if you are completing your training (An NQT is required to serve a statutory induction period)	
<input type="checkbox"/>	

2. PERSONAL DETAILS

All employees have a responsibility for and are committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. All applicants will be subject to rigorous scrutiny and if successful you will be subject to a DBS check.

TITLE:	SURNAME:	FORENAME(S):
FORMER NAMES:	DATE FROM/TO:	
DATE OF BIRTH:	RELIGION:	
PERMANENT ADDRESS:	TEMPORARY ADDRESS (if applicable):	
POST CODE:	POST CODE:	
CONTACT DETAILS:	TELEPHONE:	
EMAIL:	MOBILE:	

3. EDUCATION, TRAINING AND QUALIFICATIONS		
SECONDARY EDUCATION Name, Location and Type of Schools	DATES FROM/TO (MM/YY)	SECONDARY EXAMINATIONS PASSED WITH GRADES
	From To	
	From To	

HIGHER EDUCATION/QUALIFICATIONS GAINED including CCRS (Catholic Certificate in Religious Studies) <i>Candidates are required to bring in original copies of all relevant qualifications gained</i>		
UNIVERSITY/COLLEGE/ORGANISATION/COURSE	DATES FROM/TO (MM/YY)	QUALIFICATIONS PASSED WITH GRADES
	From To	
	From To	
	From To	

INITIAL TEACHER TRAINING (NQTs please include ITT Courses undertaken)		
COLLEGE/ORGANISATION/COURSE	DATES FROM/TO (MM/YY)	QUALIFICATIONS (TO BE)/PASSED
	From To	
	From To	

4. EMPLOYMENT HISTORY Starting with your most recent job, paid and/or unpaid, please list employment providing all of the details requested. It is important that there are no gaps in employment on your application form – please use a continuation sheet if necessary. Please include periods of unemployment, detailing which office you may have received benefits from, and if you have been self employed you will need to provide proof. If you are short-listed we will obtain references, which may cover a full three year history. We will seek information on all areas of ability and performance.

PRESENT POST:					
NAME OF SCHOOL		SCHOOL ADDRESS		PHASE	
SALARY £	SPECIAL ALLOWANCE	POINT ON SCALE	AGES TAUGHT	DATE OF APPOINTMENT	WHEN COULD YOU COMMENCE DUTY?
DETAILS OF PRESENT POST HELD INCLUDING TITLE, SUBJECTS TAUGHT AND AREAS OF RESPONSIBILITY					

PREVIOUS TEACHING EXPERIENCE:					
Please give details of full and part time paid teaching experience in schools including periods before date of qualification. NQTs please include college teaching practices if applying for your first appointment (use a continuation sheet if necessary)					
LOCAL EDUCATION AUTHORITY, GOV. BODY OR COUNTRY	SCHOOL	FULL TIME OR % PART TIME	POST HELD	AGES TAUGHT	PERIODS OF PAID TEACHING SERVICE STUDENTS GIVE TEACHING PRACTICE DATES (MM/YY)
					From To
					From To
					From To
					From To

PREVIOUS INDUSTRIAL, COMMERCIAL OR LOCAL GOVERNMENT EXPERIENCE:		
Please give details of experience (e.g. industrial, clerical, social and other gainful employment after the age of 18 years)		
NAME AND ADDRESS OF EMPLOYER(S)	DATES FROM/TO (MM/YY)	NATURE OF EMPLOYMENT/POSITION HELD (including indication of whether full or part time/permanent or temporary)

5. NEWLY QUALIFIED TEACHERS NATIONAL SKILLS TESTS (if applicable):
 Please complete the boxes and add the date identifying success in the National Skills Tests
 (candidates will be required to bring in original certificates)

NUMERACY		LITERACY		ICT	
PASS	DATE	PASS	DATE	PASS	DATE

If you have not yet passed the required tests please give the date of your next test: (DATE)

Have you started your Newly Qualified Teacher Induction Period? YES/NO

If yes, date started: (DATE)

6. COURSES ATTENDED IN THE LAST 5 YEARS – including Denominational Qualifications (CCRS)
 Please include organising body, title of course, dates and duration (use a continuation sheet if necessary)

COURSE TITLE AND ORGANISING BODY

7. SPECIAL INTERESTS AND RELEVANT EXPERIENCE. Please give details of your recreational and cultural interests, voluntary work and any other special skills you have developed which may be relevant to the post and to your work with children.

8. LETTER OF APPLICATION OR SUPPORTING STATEMENT - REASONS FOR APPLYING FOR THIS POST

Please include more detailed particulars of your experience, skills and further information in support of your application. You are advised to limit your Statement to the equivalent of 2 sheets of printed A4.

9. REASONS FOR LEAVING YOUR LAST POSITION

10. DECLARATIONS

Are you related to the Headteacher, member of the School Leadership Team or School Governor?

If yes, please state their name and the relationship:

Note: Failure to disclose a relationship could lead to disqualification of the candidate

11. SAFER RECRUITMENT: DECLARATION OF CRIMINAL OFFENCES

The Ursuline Academy Ilford complies with Safer Recruitment. The post is exempt from the Rehabilitation of Offenders Act 1974. You must give details on this form of all offences, convictions, cautions or bindovers you have or any court cases that you have pending (including those regarded as 'spent' for other purposes).

NOTE: Failure to disclose any criminal conviction could prevent further consideration of an application for appointment. All information given will be treated in the strictest confidence and will be used for this job application only. As the occupant of this post will have substantial access to children, a DBS check will be undertaken for the successful candidate.

Barred List Checks will be undertaken for all shortlisted candidates prior to interview

Are you declaring a criminal offence? YES/NO

DETAILS OF OFFENCE	PLACE AND DATE OF JUDGEMENT(S)	SENTENCE(S)
<i>IF YOU DO NOT HAVE ANY, PLEASE WRITE NONE</i>		

Have you ever been disqualified from working with children or vulnerable adults? YES/NO

If shortlisted, I give my permission for a Barred List Check to be undertaken prior to interview: YES/NO

12. IMPORTANT NOTES OR INFORMATION THAT YOU THINK IS RELEVANT, BUT MAY HAVE NOT ALREADY INCLUDED. You are asked to give details of any disability you may have for which a reasonable adjustment may be necessary. While this information will not be used for shortlisting purposes, it will greatly assist in making any interview arrangements etc. Please detail any conditions or prohibition placed on you by the Teaching Agency.

13. REFERENCES. In line with recommended Safer Recruitment Guidelines references are taken up prior to interview. Please give names and addresses of two professional referees. One of these should be your present Headteacher or most recent employer. NQTs are advised to include their initial teacher trainer and a successful teaching practice school.

REFEREE 1	REFEREE 2
FULL NAME:	FULL NAME:
STATUS:	STATUS:
SCHOOL/COLLEGE ADDRESS:	SCHOOL/COLLEGE ADDRESS:
POST CODE:	POST CODE:
EMAIL:	EMAIL:
TELEPHONE:	TELEPHONE:
FAX:	FAX:

Successful applicants must produce original certificates of qualifications on request.

Where did you hear about this vacancy?

Please sign and date this Declaration

You cannot sign this form on screen. By submitting an email application, you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.

I certify that to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from appointment or after appointment could lead to a disciplinary action or dismissal.

Name: Date:

Signature:

Data Protection: The school intends to fulfil all its obligations under the Data Protection Act 1998 (the Act). The school will ensure that all processing of data falling within the Act is appropriately notified to the Information Commissioner. Individuals whose information is held and processed by the school can be assured the information will be maintained in confidence and treated with all due care. The school tries to keep information held about you accurate and up to date. However, if you find any inaccuracies you have the right to have them corrected.

This application form can be returned by email to: holoughlin@urspsi.org.uk

Alternatively you can post this application to HR Dept - Recruitment at the address indicated below.

Thank you for your interest in our school and for your application.