

|  |
| --- |
| Application No: |

**PLYMPTON ACADEMY**

MOORLAND ROAD

PLYMPTON

PLYMOUTH

PL7 2RS

TEL: 01752 338373

PRINCIPAL: MS LISA BOORMAN

principal@plympton.academy

**Application for a Teaching Appointment**

|  |  |
| --- | --- |
| Name |  |
| Post applied for |  |
| Where did you see our advert? |  |

(Please complete in black ink)

**\*\*Important\*\*  
You should read the notes below before completing this form**

**Returning this form:**

This form must reach us by the closing date, late applications cannot be considered**.** Please send it to the Principal at the address specified above. Please do not staple the form.

**Documentary evidence:**

Candidates called for interview will be required to bring the following original documents\* to the interview for verification purposes: i) Birth Certificate and ii) Certificates of academic and professional qualifications (where relevant).

**Warning**,

If you provide false information, this could lead to dismissal. If you do any sort of canvassing, it will lead to you being automatically disqualified.

\*Photostat copy documents will not be accepted.

**The successful applicant will also be required to produce the following documents to comply with a DBS check: Passport or driving licence: photocard type; birth/marriage certificates plus a recent utility bill, credit card statement or bank statement.**

**1 Professional details**

|  |  |  |
| --- | --- | --- |
| Do you hold Qualified Teacher Status? | Yes  | No  |
| If yes, please give date of award |  | |
| QTS Certificate Number |  |  |
| Have you successfully completed a period of induction as a qualified teacher in this country where the DfE required this | Yes  | No  |
| If yes, please give date of completion |  | |

**2 Present or most recent post**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Post Title |  | | | | |
| Name of School |  | | | | |
| Address |  | | | | |
|  |  | Date From |  | To |  |
| Type of School |  LA |  Foundation |  Independent |  Other |  Aided |
|  |  Single Sex |  Mixed | Total number of pupils of roll | |  |
| Present Spinal Point |  | Salary |  | Pupil Age Range |  |
| Description of role/responsibilities/duties | | | | | |
|  | | | | | |
| Other subjects you can teach | | | | | |
|  | | | | | |

**3 Referees**

Please give present or immediate past Headteacher and at least one referee

|  |  |  |
| --- | --- | --- |
| 1 | Headteacher |  |
| Address |  |
| Telephone number (including STD)  Email address |  |
| 2 | Name & position |  |
| Address |  |
| Telephone number (including STD)  Email address |  |
| 3 | Name & position |  |
| Address |  |
| Telephone number (including STD)  Email address |  |

*N.B Referees may be contacted for the successful candidate (only) when a provisional offer is made, or at an earlier stage such as long and short listing. This will depend on the governing body policy.*

**4 EDUCATION AND PROFESSIONAL QUALIFICATIONS**

(checks on qualifications and information will be made)

|  |  |  |
| --- | --- | --- |
| 1 | School/College Attended |  |
| Date from/To |  |
| Qualifications (including A Level grades) |  |
| 2 | Qualifications (eg Cert Ed / BA / BEd): |  |
| Class of Degree |  |
| University/College |  |
| Date awarded |  |
| 3 | Post graduate Qualifications (eg Med PGCE) Subject(s) |  |
| University/College |  |
| Date Awarded |  |
| Subjects |  |
| 4 | Other Qualifications – please specify giving title / awarding body and date: | |
|  | |

**5 PREVIOUS TEACHING EXPERIENCE**

Most recent appointments first. Newly qualified teachers should include periods of school based training.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School/College/LA** | **Age Range Taught** | **Post Held**  **(please specify)** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |  |

Further appointments / experience may be continued on additional sheets and attached to this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Please give reasons for any breaks in employment: | | | |
|  | | | |
| **Nature of employment or voluntary work** | **Name and address of employer / voluntary group** | **From** | **To** |
|  |  |  |  |

**6 PROFESSIONAL DEVELOPMENT**

|  |
| --- |
| Please give details of any other relevant, professional, development / training undertaken in the last five years. |
|  |

**7 LETTER OF APPLICATION**

|  |
| --- |
| Please write in support of your application, showing how your experience and qualifications are relevant, and how you would contribute to the post.  If you are a disabled person, and because of your impairment, cannot fulfil certain aspects of the Person Specification, but you feel you can meet the job requirements, in an alternative / adjusted way, you can provide details here.  Please continue on a separate sheet if necessary.  Please ensure your name and other personal details do not appear in this section. |
|  |

**8 OUR GOVERNORS PROMISE TO YOU**

**Fairness**

We will treat your application fairly and honestly, and consider it only in relation to the requirements of the job. We will do this regardless or whether or not you currently work for the Council, *another* employer, *or are* unemployed. *Your application will be processed in strict* confidence.

The City Council encourages governors to use an anonymous process as follows:

**Pages** 1 **to 6** inclusive will be used by the Governors Interview Panel to select candidates for long and short lists of candidates for the interview.

**Page** 7 our commitment to you.

**Page 8** will be used and retained by a person nominated by the governing body.

**Equal Opportunities**

Our aim is to appoint the best person for the job.

**The Whole Community**

We welcome applicants from all sections of the community.

**Disabled Applicants**

We will interview all suitable disabled applicants. Wherever possible and reasonable, we will help a disabled person with the application process. If you consider yourself to be a disabled person and need such help, please contact the school. Please also see advice on page 5.

**9 PERSONAL DETAILS**

**Data Protection Act**

Information from this application may be processed by computer for purposes registered under the data protection legislation. Individuals have the right of access to computerised personal data, concerning them.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Surname: |  | | | |
| 2 | Forenames: |  | | | |
| 3 | Title: |  | | | |
| 4 | Address (with postcode) |  | | | |
| 5 | Home/Mobile Telephone No: |  | Email Address |  | |
| 6 | Date of Birth: |  | National Insurance Number |  | |
| 7 | Do you need permission to work in the UK? | | | Yes  | No  |
| 8 | Are you able to produce documents if asked for at interview which demonstrate that you are entitled to work in the UK? | | | Yes  | No  |
| 9 | If this post is open to job share, do you want to be considered for this option? | | | Yes  | No  |

**10 REHABILITATION OF OFFENDERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974. You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions, no matter when they occurred, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the School and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action by the School. All information will be treated in confidence and will only be considered in relation to an application for posts to which the exemption order applies.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are **not subject to disclosure to employers** , and **cannot be taken into account**. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. | | | | |
| Have you been convicted of any criminal offence? | Yes  | | | No  |
| If yes, please give details: | | | | |
| Have you ever received a caution? | | Yes  | No  | |
| If yes, please give details | | | | |

1. **DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that the information given is true and accept that if I have given false information it may result in my application no longer being considered or my appointment not being confirmed. | | | |
| Signed |  | Date |  |

This form must be returned to the Principal of Plympton Academy.

**SCHOOLS MONITORING FORM: PRIVATE**

**AND CONFIDENTIAL**

THIS INFORMATION IS FOR MONITORING PURPOSES ONLY, AND WILL NOT BE CONSIDERED AS PART OF THE SELECTION PROCESS

Plympton Academy believes in equal opportunities. Part of this involves ensuring that our recruitment and selection practices are fair, equitable and consistent, with the aim of appointing the best person for the job, and fulfilling statutory duties relevant to equality in employment.

To make equal opportunities meaningful, it is essential that the school monitors the effectiveness of its policy. Please, therefore complete this form. All information will be treated in the strictest confidence, and will not be made available to the selection panel.

Please, therefore complete the following:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Job Applied for: |  | | | | | | | |
| 2 | School/College |  | | | | | | | |
| 3 | Grade: |  | | 4 Closing Date | | | |  | |
| 5 | Where did you find out about this vacancy? |  | | | | | | | |
| 6 | What is your sex? | Male  | | | | Female  | | | |
| 7 | What is your age? | 17-18  | 19-50  | | 51-65  | | 66-75  | | 76 +  |

#### Ethnicity

To which of these groups do you consider you belong? (please tick one box only):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **WHITE** |  | **C** | **Asian or Asian British** | |
| British | | Yes  | Bangladeshi | | Yes  |
| Gypsy/Traveller | | Yes  | Indian | | Yes  |
| Irish | | Yes  | Pakistani | | Yes  |
| Any other White Background (please state) | |  | Any other Asian Background (please state) | |  |
| **B** | **MIXED** |  | **D** | **Black or Black British** | |
| White and Black Caribbean | | Yes  | African | |  |
| White and Black African | | Yes  | Caribbean | |  |
| White and Asian | | Yes  | Any other Black Background (please state) | |  |
| Any Other Mixed Background (please state) | |  |  | |  |
| **E** | Chinese or other ethnic group (please state) | |  | | |
| **F** | Any other ethnic group (please state) | |  | | |

**Disability**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you consider yourself to be a disabled person? | Yes  | No  | Prefer not to say  |
| Would you like to let us know more about your disability? (Please write in). | | | |

**Religion**

|  |  |  |  |
| --- | --- | --- | --- |
| How would you describe your faith, belief, religion? (Please tick one box) | | | |
| Buddhist | Yes  | Jewish | Yes  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | Yes  | Muslim | Yes  |
| Hindu | Yes  | Sikh | Yes  |
| Other religion (please state) | Yes  | None | Yes  |
| Prefer not to say | Yes  |  |  |

**Sexual Orientation**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your sexual orientation? (please tick one box)** | | | |
| Bisexual | Yes  | Heterosexual/straight | Yes  |
| Gay Man | Yes  | Other (including questioning) | Yes  |
| Lesbian/Gay Woman | Yes  | Prefer not to say | Yes  |

**Marital status**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your marital status (please tick one box)** | | | |
| Single | Yes  | Married | Yes  |
| Civil Partnership | Yes  | Living with partner | Yes  |
| Prefer not to say | Yes  |  | |