**VERULAM SCHOOL TEACHING APPLICATION**

**POST:**

**All Sections must be completed**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname/Family Name: | Preferred Title:  |
| First Name(s):  | Middle Name(s):  |
| Surname: | Present Address (if different): |
| Home Address: |  |
|  |  |
|  |  |
| Post Code: | Telephone:  |
| Date of Birth: | E-mail: |

**CURRENT EMPLOYMENT DETAILS**

|  |  |
| --- | --- |
| Name of Establishment:  | Employer:  |
| Type of School:  | Key Stage:  |
| Post Held:  | Date Appointed:  |
| Pay Scale:  | Total Annual Salary: |
| If your salary includes additional payments (e.g. TLR), what are they and what is the value? |

**PREVIOUS EMPLOYMENT DETAILS**

Please list in chronological order, with precise dates, as this information may be used to assess salary.

1. In Education

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer and Establishment | Post and grade | Type of School/Key Stage | From | To | Reason for Leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Outside Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Post | From | To | Reason for Leaving |
|  |  |  |  |  |

**HIGHER EDUCATION**

|  |  |
| --- | --- |
| DegreeTitle: |  |
| Establishment | From | To | Full/Part time | Qualification Awarded |
|  |  |  |  | Degree | Subject | Class | Division | Date of award |
|  |  |  |  |  |  |  |  |  |
| Or Cert. Ed |  |  |  |  |  |  |  |  |
| PGCE |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |

**SECONDARY SCHOOL EDUCATION**

|  |  |  |
| --- | --- | --- |
| Establishment(s) | From | To |
|  |  |  |
|  |  |  |

**Examinations**

|  |  |  |
| --- | --- | --- |
| Course and Organising Body | Date | Result/Grade |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Other Qualifications Obtained**

|  |  |  |
| --- | --- | --- |
| Course and Organising Body | Date | Qualification |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Periods not accounted for in previous sections since age 18**

|  |  |  |
| --- | --- | --- |
|  | From (MM/YY) | To (MM/YY) |
|  |  |  |

**Leisure Interests**

|  |
| --- |
| Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying. |
|  |

**REFERENCES**

Please give the names, addresses and status of two referees who may be approached **now**.

**If you are currently employed as a teacher, one referee must be your present Headteacher.**

**References from friends or relatives are not acceptable.**

|  |
| --- |
| Reference 1 |
| Name:  |
| Status:  |
| Address: |
|  |
|  |
| E-mail:  |
| Telephone:  |
|  |
| Reference 2 |
| Name:  |
| Status:  |
| Address:  |
|  |
|  |
| E-mail:  |
| Telephone:  |

|  |
| --- |
| From what source did you learn of this vacancy? |
|  |
| Are you a relative or partner of any employee or governor of the school? Yes/NoIf yes, please give details:  |
| Has someone completed this form on your behalf: Yes/NoIf yes, please provide the person’s name and an explanation: |

|  |
| --- |
| I certify that the information given above and overleaf is correct to the best of my knowledge. 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:  |

Please supply additional information below for salary and pension purposes:

|  |  |
| --- | --- |
| National Insurance No:  | DfES No: |
| Date of Recognition\*  | Date of Registration:  |
| \*If this is your first teaching appointment please attach a copy of your letter from the DFES granting you Qualified Teacher Status |
| PENSIONS |  |
| Are you currently in receipt of a pension from Teachers’ Pensions? |  |
| Have you elected to OPT-OUT of the Teachers’ Superannuation Scheme? |  |
| Have you elected to participate in the Part-time Teachers’ Superannuation Scheme? |  |
| Have you elected to pay additional Superannuation Contributions through the Teachers’ Scheme? |  |
| If yes, please indicate whether these are: |  |
| 1. Widower’s contributions
 |  % |
| 1. Purchase of past added years
 |  % |
| 1. Additional voluntary contributions via Prudential Assurance Co.
 |  % |
| **Please attach a copy of the Teachers’ Pensions notification as appropriate** |

In the interests of economy, receipt of this application may not be acknowledge unless specifically requested

**YOU NOW NEED TO COMPLETE THE ENCLOSED PERSON SPECIFICATION FORM**

**VERULAM SCHOOL PERSON SPECIFICIATION**

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **School:**  |  |

**PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING**

**It is essential that you complete and return this form**

* This form is your chance to show us how well you can do this job
* Remember just saying you can do it is not enough; we need an example.
* You can use examples from work, school, college, hobbies, voluntary work or daily life.

|  |
| --- |
| **Example:** Ability to prioritise workload |
| In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, e.g. when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager. |
| **SKILLS AND ABILITIES** |
|  |
| **EXPERIENCE** |
|  |
| **KNOWLEDGE** |
|  |
| **Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school.** |
| **Signed :** | **Date**: |

**If completing this form electronically, please return to kelly.bonass@verulam.herts.sch.uk**