

Application Form

TeacherSearch UK

This form must be completed **in full** by all applicants. Additionally, you may also enclose a CV.

Post applied for: _____

PERSONAL INFORMATION

Title: Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other: _____

Surname: _____ Forename(s): _____

Previous Surname: _____ Preferred Name: _____

Current Address: _____ Postcode: _____

Telephone (Daytime): _____ Telephone (Evening): _____ Mobile: _____

Email: _____ National Insurance No: _____

Do you have the right to work in the UK? Yes ☐ No ☐

Visa details (where appropriate, include any expiry date): _____

TEACHER DETAILS

DfE reference number (where applicable): _____

Do you have QTS Status? Yes ☐ No ☐ N/A ☐

Have you completed your probationary year? Yes ☐ No ☐ N/A ☐

CAREER HISTORY – please give full details of your previous employment, self-employment and unpaid work since leaving secondary education, starting with your current/most recent job.

From (MM/YYYY)	To (MM/YYYY)	Name & address of employer	Position Held	Reason(s) for leaving

GAPS IN EMPLOYMENT HISTORY

Please provide a brief explanation for any time when you were neither working nor in full-time education:

Disclaimer: This document is provided for reference purposes only and not to be utilized for commercial use. Please note that this application form may not reflect the most recent updates. For the latest version and official information, refer to [TeacherSearch](#).

PREVIOUS EMPLOYMENT MATTERS

Has your current or previous employer instigated disciplinary proceedings against you which have resulted in a warning or other disciplinary action which is still 'live'?

Yes ☐ No ☐

If **YES**, please give details, including any pending proceedings, on a separate sheet.

EDUCATION & QUALIFICATIONS – from GCSE or IB/A level (or equivalent) onwards

From (MM/YYYY)	To (MM/YYYY)	Name of School/College/University	Qualifications gained Subjects & grades	Date qualification awarded

OTHER TRAINING & SKILLS

Do you have any other training or qualifications relevant to this post?

Some positions require you to have a valid driver's licence. If relevant, please complete the questions below:

1. Do you hold a full driving licence? Yes ☐ No ☐ If YES, please go to item 2.
2. Please specify country of issue? _____
3. Do you hold a D1 licence (minibus)? Yes ☐ No ☐
4. Do you have any endorsements on your licence? Yes ☐ No ☐ (If yes, to be discussed at interview)

OTHER INFORMATION

How many weeks' notice must you give your current employer? _____

If you have a disability, are there any special arrangements that would be required to enable you to attend an interview?

REFERENCES

Please provide the names and contact details of two professional referees who can provide references relating to your suitability for the post. One of the referees must be your current / most recent employer and must include the last school you have worked in, if applicable. If this is your first job application since completing full time education, one referee must be your school teacher or tertiary education tutor. References must be from a senior person with appropriate authority and knowledge of safeguarding and disciplinary matters. References from friends or relatives will not be accepted.

Candidates who have lived abroad in the last five years will be required to seek good conduct references, or equivalent from the countries in which they lived (normally for a period of 3+ months), as a pre-requisite of employment. Guidance on this can be found on <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

A referee must be a senior person with appropriate authority and knowledge of safeguarding/disciplinary matters

First Referee – can this referee be approached before first interview? Yes ☐ No ☐

Name: _____ Name of organisation: _____

Position: _____ Address: _____

Relationship: _____

Email (work): _____ Telephone (work): _____

Second Referee – can this referee be approached before first interview? Yes ☐ No ☐

Name: _____ Name of organisation: _____

Position: _____ Address: _____

Relationship: _____

Email (work): _____ Telephone (work): _____

Third Referee – can this referee be approached before first interview? Yes ☐ No ☐

Name: _____ Name of organisation: _____

Position: _____ Address: _____

Relationship: _____

Email (work): _____ Telephone (work): _____

SUPPORTING STATEMENT

Please explain how you feel you meet the requirements of the job and person specification. Additionally, you may enclose a letter of application.

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DISCLOSURE AND BARRING SERVICE CHECKS - DECLARATION

Are you registered with the DBS update service? Yes No

School Name complies fully with the DBS Code of Practice.

As the job for which you are applying involves opportunity for access to children, it is important that you provide us with legally accurate answers.

Failure to declare any convictions, cautions, reprimands or warnings (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Please tick one of the following boxes: **I have nothing to declare** **I enclose a confidential statement**

DATA PROTECTION

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process (full details can be found in the School's Privacy Notice for Job Applicants). If you take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.

DECLARATION

I understand that any offer of employment will be conditional upon satisfactory screening of all pre-appointment checks (including but not limited to, references, Prohibition, DBS and overseas checks).

Have you have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, a regulator of the teaching profession in any other country? Yes No

I understand that my personal data, including sensitive personal data, will be used in the processing of this job application in accordance with the School's Privacy Notice for Job Applicants which I have read and understood.

I declare that the information I have given and any supporting documentation in this application form is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or if appointed, may result in my dismissal.

Signature: _____ Date: _____