



Birches Head Academy  
 Birches Head Road  
 Stoke-on-Trent  
 ST2 8DD  
 01782 233595

**CONFIDENTIAL**

- (i) Please complete in black ink / ball point / type.**
- (ii) If you send a CV, it should be IN ADDITION to a fully completed form.**
- (iii) Prospective candidates are required to submit completed applications via email or post.**

1. Details of Vacancy	
Job Reference No:	Closing Date:
Job Title:	
At:	
Source: Please state where you saw this job advertised, if seen on the Internet what website?	

2. Personal Details			
Title (Mr, Mrs, Miss, Ms, Dr):	Family Name:	First Name(s):	
Address:			
			Postcode:
Tel No. Home:	Work/Mobile:	Email:	
Date of Birth:	NI No:	Qualified Teacher Status: (if applicable)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a full driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you have the ability to travel?	YES <input type="checkbox"/> NO <input type="checkbox"/>
GTC/DfES Reference No. (if applicable):		Date issued:	



## 4. Continuing Professional Development

Give details of most recent, relevant courses attended (last 5 years) and indicate if any awards earned (if applicable):

Course Title	Award	Provider	Date(s)

## 5. Present/Last Employer (please delete as applicable)

Please give details of your present employment. If you are a newly qualified teacher, please give details of your training establishment and your most recent major teaching practice school.

Job Title:	Salary/Grade:	Spinal Point:
Details of allowances/Benefits (TLR, SEN, R&R, or range if Leadership) please state which:		
Name of school/establishment:		
Address:		Postcode:
Tel. No:	Local Authority:	
Approx. no. on roll:	Age range (if applicable):	Start Date:
Notice Period:	Dates NOT available for interview:	
Summary of duties/responsibilities and skills/responsibilities required:		
Reason for leaving/wanting to leave:		

## 6. Employment History. Previous employers may be contacted to validate information provided

Teachers only to complete section (a)

**(a) Teaching experience:** Please list posts, most recent first, but not including your present post. Please indicate whether full or part-time (and in the case of part-time the proportion of full-time equivalence e.g. 0.6 fte) (if applicable)

1.	From (give mth. & yr.):	To:	Local Authority:
	Name & Type of School:	Age Range:	No. on Roll:
	Subject(s) Taught or Responsibilities:		
	Post Held & Mgt/TLR/SEN Points:		
2.	From (give mth. & yr.):	To:	Local Authority:
	Name & Type of School:	Age Range:	No. on Roll:
	Subject(s) Taught or Responsibilities:		
	Post Held & Mgt/TLR/SEN Points:		
3.	From (give mth. & yr.):	To:	Local Authority:
	Name & Type of School:	Age Range:	No. on Roll:
	Subject(s) Taught or Responsibilities:		
	Post Held & Mgt/TLR/SEN Points:		
4.	From (give mth. & yr.):	To:	Local Authority:
	Name & Type of School:	Age Range:	No. on Roll:
	Subject(s) Taught or Responsibilities:		
	Post Held & Mgt/TLR/SEN Points:		
5.	From (give mth. & yr.):	To:	Local Authority:
	Name & Type of School:	Age Range:	No. on Roll:
	Subject(s) Taught or Responsibilities:		
	Post Held & Mgt/TLR/SEN Points:		



## 8. Equal Opportunities (Please tick appropriate boxes)

**Ethnic Origin** - I would describe my ethnic origin as:

White	Mixed	Asian/Asian British	Black/Black British	Chinese/Other Ethnic
<input type="checkbox"/> British	<input type="checkbox"/> White/Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Chinese
<input type="checkbox"/> Irish	<input type="checkbox"/> White/Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> African	<input type="checkbox"/> Other
<input type="checkbox"/> Other White	<input type="checkbox"/> White/Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other Black	
	<input type="checkbox"/> Other/Mixed	<input type="checkbox"/> Other Asian		
Please specify	Please specify	Please specify	Please specify	Please specify

## 9. Disability

The school regards a disabled person as someone who has a physical or mental impairment which has a substantial and long-term adverse effect upon that person's ability to carry out normal day-to-day activities.

The impairments may relate to one or more of the following:

Mobility • Manual dexterity • Physical co-ordination • Continenence • Speech, hearing or eyesight • Ability to lift, carry or otherwise move objects • Multiple disabilities • Memory, or ability to concentrate, learn or understand  
• Perception of risk of physical danger

Do you consider yourself to be disabled? YES  NO  IF YES, please circle from the list above

## 10. Asylum and Immigration

To comply with Asylum and Immigration Legislation you will be required, if appointed, to provide one or more documents from the specified list, which provides evidence of your entitlement to work in the UK. Please tick at least one of the following original documents that you will be able to provide when requested.

- A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contribution Agency or the Employment Service showing your name and National Insurance number. This could be a P45, a pay slip, a P60, a NI card or letter.
- A passport confirming that you are either a British citizen or a European Economic Area national or which shows that you are otherwise entitled to live and work in the United Kingdom.
- A birth certificate confirming birth in the United Kingdom or Republic of Ireland.
- A letter from the Home Office confirming that you are allowed to work.

## 11. References:

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer, or in the case of newly qualified Teachers your training institution and one of your placements (and on their letterhead). (N.B. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend).

1. Name:	2. Name:
Position:	Position:
In what capacity do you know the referee?	In what capacity do you know the referee?
Name of organization:	Name of organization:
Address:	Address:
Postcode:	Postcode:
Tel:	Tel:
E-mail:	E-mail:

Please note that we will contact the above referees if you are short-listed for this post and seek reference before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact the Head teacher to discuss these issues. References for shortlisted candidates will also be verified.

If at this stage you do not want your current employer contacted, please tick box.

**For persons who are not British or EU nationals**

If you have any conditions related to your employment please give full details below:


**12. Personal declaration**

**Criminal Offences**

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, "bind-overs", or any criminal convictions including any that would otherwise be considered "spent" under the Act.

Have you ever been convicted of any offence or "bound-over" or given a caution? **Yes/No**

If 'yes', please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".

I understand that if my application is successful I will be required to obtain a CRB Disclosure at the appropriate level, and any job offer will be subject to a satisfactory clearance.

**Medical Clearance**

I understand that an offer of appointment will be subject to medical clearance.

**Declaration**

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Canvassing will disqualify. **Candidates should specify here if they have a relationship to any City Councillor, member of staff of the school or to any member of the Governing Body.** Failure to disclose such a relationship may disqualify the applicant or, if appointed, render him/her liable to disciplinary action/dismissal. If yes please give details and state relationship.

Signature:

Date:

*Please note that personal data given on this form will be held on computer.*

**Thank you for your interest in this post and for taking the time to complete this application.**