

## TEACHING POST APPLICATION FORM

**Sussex Learning Trust and its Governing Body is dedicated to promoting equality and fairness.** Selection is based on how you demonstrate your ability to do the job detailed in the Job Profile. Please use this form to demonstrate how well you match the Person Specification for the job you are applying for and to detail relevant experience and qualifications. **A CV is not required** in addition to this form, although you can attach further documents to support your application if you choose. The equal opportunities information will be separated from your application before shortlisting. Use black ink if handwriting or submit in a MS Word format.

### Section 1- Personal Details

Title (Mr / Mrs etc)	
First name(s)	
Last name	
Known as	

What job are you applying for?

Job Title	
Based at (name of school)	
Advert reference no (if applicable)	
How did you find out about this job?	
Are you currently working for West Sussex County Council? (excluding agency staff)	Yes / No

Contact details

Address	
Email address	
Telephone no	Home: Mobile: Work: Please indicate your preferred contact no
How would you prefer us to contact you?	Phone / email / letter / no preference

Are you registered with the General Teaching Council?	Yes / No	DfES/DfCSF/DfE No:	Date passed induction:
Have you opted out of the Teachers' Pension scheme?	Yes / No		

#### DISABILITY:

We welcome applications from people with disabilities. If shortlisted for the position, we will ask you if any arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

## Section 2 - Qualifications

List all of your achievements relevant to this job and any others you feel could be important (for example for your career development), starting with the most recent. Proof of qualifications and membership to professional bodies will be checked if an offer is to be made.

### Higher and/or Further Education:

Qualification	Class and Subject(s)	Name of College, University etc	Date achieved (MM/YY)

### Education Post GCSE:

Qualification type and subject post GCSEs	Grade/Level attained	Name of School, College, University etc	Date achieved (MM/YY)

### Membership to Professional Bodies:

Name of Professional Body	Date achieved	By exam or election?

### Section 3 – Experience

Tell us about how you meet the requirements of the role, with reference to the Person Specification:

#### Full Job History

Give full details of your employment starting with your current or most recent job. Use the column titled “Job title and duties” to give brief details, where relevant, to show how your experience meets the requirements in the Person Specification. **Please include all employment since leaving school and indicate gaps in employment and tell us what you were doing during this time (e.g. full-time study). Any gaps in employment will be questioned at the interview.** Please use a separate sheet if necessary.

#### Your present position (for serving teachers)

School Name, Address and Telephone number	Job title and duties:	Dates of employment (MM/YY)	
		From:	To:
<b>Reason for leaving:</b>			
Education Authority			
Type		Age Range Number on Roll	
Present salary £		Point	
Additional Allowances eg. TLR, SEN			
Threshold / Upper Pay Spine	Yes / No	Advanced Skills Teacher or Excellent Teacher Scheme	Yes / No
Subject/Area currently taught			
Age Range - Key Stage 1-4, 16+			

#### Other subjects you are qualified to teach

Subject / Area	Age Range - Key Stage 1-4, 16+	Dates taught

**Full Previous Teaching Experience (in chronological order please)**

School/College and Education Authority	Number on Roll	Full / Part time	Post Title and Salary grade (if applicable)	Dates of employment (MM/YY)	
				From:	To:

**Full Employment Outside Teaching**

Employer Name and Address	Post Title and Salary grade	Dates of employment (MM/YY)	
		From:	To:

## Letter of Support

Please write in support of this application, showing how your experience, qualifications and interests are relevant, how you would contribute to the post and give further information about yourself.

This section should be submitted as separate word-processed sheets but please take note of any specific instructions from the school (refer to the subject Information Pack).

## Section 4 – References

**Two references are required for all candidates, one of whom must be your current or most recent employer (school). PLEASE ENSURE YOU PROVIDE CURRENT ACCURATE EMAIL ADDRESSES FOR ALL REFEREES.**

**For existing Headteachers:** The other reference should be a referee from your current or most recent Education Authority.

**For Headteacher posts:** References may be taken up following shortlisting and will be available to the support officer/chair of the panel prior to the interview so that any issues can be raised during the interview. The members of the panel will have access to the references at the final stages of the interview process in order to confirm/reinforce their decision.

First Reference	Second Reference	Third reference
Name:	Name:	Name:
Full Address and Postcode:	Full Address and Postcode:	Full Address and Postcode:
Telephone No:	Telephone No:	Telephone No:
Email:	Email:	Email:
How long has this person known you and in what capacity?	How long has this person known you and in what capacity?	How long has this person known you and in what capacity?

**Please indicate if you do not want us to contact your referees without letting you know first:**

Reference 1:

Reference 2:

Reference 3:

### Relationships

Failure to disclose a close personal relationship as below may disqualify you.

Are you a relative or a partner, or do you have a close personal relationship with, any employee or Director of Sussex Learning Trust? If so, please state the person(s) full name, their position and place of work.

Are you a parent/foster parent/carer or relative of a student(s) or current member of staff at any school in our Multi Academy Trust (i.e Warden Park Secondary, Warden Park Primary, Northlands Wood Primary, Chichester Free School or Woodgate Primary School)? If so, please state the student(s) school, name and year group or member of staff's name.

## Section 5 – What happens next?

**If we have not contacted you by the advertised interview date or a week after the closing date, please assume that you have not been successful.** If you are offered the job, we will need two satisfactory references, proof of your necessary qualifications, medical clearance, DBS check and proof of your eligibility to work in the UK before you start work with us.

### Rehabilitation of Offenders

Please note, this post is exempt from the provision of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, 2013 and 2020, and Associated Order. If shortlisted for an interview you will therefore be required to disclose all convictions and cautions whether spent or not, regardless of how long ago they occurred, except for those which are defined as 'protected' by the Ministry of Justice. For further information please refer to:

<http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

**Sussex Learning Trust and its Governing Body are committed to safeguarding and promoting the welfare of children. We will need to obtain an Enhanced Disclosure and Barring Service (DBS) clearance before you start work with us.**

## Section 6 – Declaration

The information that you provide will be handled and processed in accordance with the General Data Protection Regulation 2018. If you are appointed, this information will form part of your personnel record and may be used by Sussex Learning Trust/Directors/Governing Body for business purposes including the prevention and detection of fraud. **Please be aware that it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

**I declare that all information given as part of my application is true. I understand that an Enhanced DBS check will be carried out.**

Please sign: \_\_\_\_\_

Date: \_\_\_\_\_

**Note- Attachments:**

This form has been designed to gain all the information from you which we require for shortlisting. Only attach further documents which you think will support your application with further information.

**Please also complete our Equal Opportunities monitoring and Safer Recruitment form.**