# St. Aidan’s Church of England High School

# Part of Yorkshire Causeway Schools Trust

Oatlands Drive, Harrogate, North Yorkshire, HG2 8JR

Tel: 01423 885814   
Email: recruitment@staidans.co.uk

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# Application Form for Teaching Position

POST

##### CLOSING DATE

##### St. Aidan’s Church of England High School is an Equal Opportunities Employer and operates a no smoking policy. The school is committed to safeguarding and promoting the welfare of children and young people.

##### Please return your completed application form for the attention of the Headteacher, St Aidan’s Church of England High School, Oatlands Drive, Harrogate, North Yorkshire,

##### HG2 8JR or via the email address: [recruitment@staidans.co.uk](mailto:recruitment@staidans.co.uk)

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| **NOTES TO APPLICANTS**  Before signing this form please check that every section has been completed. Candidates are invited to support their application with a brief letter. The form and letters should be returned as instructed in the details of the post. Please enclose a stamped addressed envelope if you wish us to acknowledge your application.  You are reminded that this is an application form for a post in a Church of England Academy in which Yorkshire Causeway Schools Trust is the employer. If you are appointed the Contract you will be asked to sign includes the first paragraph of the following clause and may, depending on your post, include parts of the second paragraph:  “As a teacher in a Church of England Academy you are required to have regard for the Christian ethos of the Academy and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation”.  “You are required, if called upon to do so by the Headteacher, to give religious education in accordance with the doctrines of the Church of England. You are required to take part in and lead acts of religious worship, if requested by the Headteacher”. |

## **PLEASE READ THE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THIS APPLICATION FORM**

## **1. PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: | | Forename: | | Initial(s): |
| Previous Surname: | | | |
| Address: | | | Home telephone no: |  |
| Mobile telephone no: |  |
| Email address: | |
| Work telephone no: |  |
| May we call you at work? |  |
| Teacher (DfES) Reference Number: |  | | Date of qualification as a teacher OR nature and date of alternative qualification: |  |
| Date QTS awarded: |  | | Induction period completed? | YES/NO If YES, please confirm the date: |
| If NO, please select the appropriate option | Not yet started | | Stage 1 completed | Stage 2 completed |
| Do you have a valid full driving licence? |  | | National Insurance Number: |  |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? YES/NOIf YES, please provide details: | | | | |
| If you are successful in your application would you require a work permit prior to taking up employment?YES/NOIf YES, please provide specific dates:Date From: Date: To | | | | |
| Have you ever lived and/or worked outside the UK?YES/NOIf YES, please provide details: | | | | |
| Do you hold a Certificate of Good Conduct for your time spent abroad?YES/NOIf YES, please provide the date of issue: | | | | |

## **2. DETAILS OF CURRENT OR MOST RECENT EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and type of school: | | | Post title: | |
| LEA or employer: | | | Nature of responsibility & TLR (where appropriate): | |
| Age range: | Number on roll: | | Present gross salary: £ | |
| Boys/girls/mixed | | |  | |
|  | | |  | |
| Date appointed: | | Notice required or date left (if appropriate): | | Reason for leaving (if appropriate): |
| Please give a brief description of your current duties: | | | | |

## **3. DETAILS OF PREVIOUS TEACHING INTEREST, EXPERIENCE AND EMPLOYMENT**

(Please list in chronological order, starting with the most recent first, including **work/voluntary experience** and any periods of unemployment continuing on a separate sheet if necessary; please ensure there are **no gaps** in this record.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| LA or employer | Name and type of school | Age range Boys/Girls/Mixed | Job title and salary grade (if applicable) | From | To | Reason for leaving |
|  |  |  |  |  |  |  |

1. Preferred age group and/or subject:
2. Other age groups and/or subjects you would be willing to teach:

**4. EDUCATION AND TRAINING** (Please continue on separate sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School, College and/or University attended | From | To | Subject | Result/Grade Achieved |
|  |  |  |  |  |

Please give details of any training courses you have attended which will support your application:

|  |  |  |
| --- | --- | --- |
| Nature of Course | Date(s) Attended | Duration of Course |
|  |  |  |

**5. FURTHER INFORMATION**

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| Please give details of how, in your opinion, your training, experience, knowledge and interests make you a suitable applicant for this post, specifically in relation to the job description and person specification (continue on a separate sheet if necessary): |

**6. REFERENCES**

Please give the details of two people to whom reference can be made regarding your experience and suitability for the post for which you have applied. At least one of these should be from your present Headteacher or most recent employer (where applicable) and normally no offer of employment will be made without reference to him/her. Friends and relatives are NOT acceptable referees. **References will be requested prior to interview.** The school reserves the right to approach any previous employer or manager.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email: | Email: |
| Position/Occupation: | Position/Occupation: |
| Relationship to you? | Relationship to you? |
| Do you give permission for referee to be contacted prior to interview? YES/NO | Do you give permission for referee to be contacted prior to interview? YES/NO |

**7. OTHER INFORMATION**

* Please state where you learned of this vacancy?
* Are you, to your knowledge, related to any member of the Governing body or any holder of senior office in the Academy? **YES/NO (You must select one)**

If **YES**, please state the person(s) and relationships(s):

* Have you ever been the subject of formal disciplinary proceedings? **YES/NO (You must select one)**

If **YES**, please give details including dates:

* Are you registered with an Employment/Recruitment Agency **YES/NO (You must select one)**

If **YES**, please give details

**8. REHABILITATION OF OFFENDERS ACT 1974**

Form ROA1 must be completed and submitted with your application. Please put the completed form in a sealed envelope marked ‘Confidential – For the Headteacher’. You are required **before appointment** to disclose any conviction, caution or binding over, including ‘spent convictions’, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

**9. DECLARATION**

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| --- |
| * I understand that if I return the application form by email and am subsequently invited to interview, I will be required to sign a printed copy of my form. * I declare that to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action will be taken which may include dismissal from the post. * I confirm that I have a legal right of work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the school.   SIGNATURE: DATE |