



APPLICATION FORM – TEACHING POSITION

**Please complete this application form in full and then return it to the school office.
If completing by hand, please use block capitals throughout.**

Position Applied for:	KSI Class Teacher (Sept 2026)		
How did you become aware of the vacancy (please provide more information where appropriate):			
Advertisement (Please Specify) _____	School Website	Other (Please Specify) _____	
Referral by Employee: Employee's Full Name: _____ How Known to you: _____			
Personal Information			
First Name:		Surname:	
Title:		Previous Surname (if any):	
Current Full Address (incl. Post Code):			
Daytime telephone number:		Mobile Number:	
Email Address:			
Teacher Reference Number (previously known as GTC/DfE/ DfES number)		Do you hold QTS? If so, please give date of award.	YES/NO
Have you successfully completed a period of induction as a Qualified Teacher in this country where DfE required this?			
What is your notice period?			
Do you have the right to work in the UK?			YES/NO
Do you require a Work Permit for this?			YES/NO
If so, do you have an up-to-date Work Permit?			YES/NO
Please give details of any dates you are not available for interview:			
Do you hold a full current driving license? If yes, do you hold any current endorsements?			



Postgraduate education/Degree or study or any other professional qualifications:	
Establishment:	Qualifications gained:

Education and Qualifications

Please provide details from GCSE (or equivalent) in chronological order:

Establishment:	Qualifications gained:

Employment History

Start with your **current or most recent** employment. If necessary continue on a separate sheet until all employment history is shown.

Employment:			
Date From:		Date To:	
Name of Employer:		Job Title:	
Employers Address (including country):			
Reason for Leaving:		Salary/Package on Leaving:	
Description of duties and responsibilities:			

Employment:			
Date From:		Date To:	
Name of Employer:		Job Title:	
Employers Address (including country):			
Reason for Leaving:		Salary/Package on Leaving:	
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Employment:			
Date From:		Date To:	

Name of Employer:		Job Title:	
Employers Address (including country):			
Reason for Leaving:		Salary/Package on Leaving:	
Description of duties and responsibilities:			
Employment:			
Date From:		Date To:	
Name of Employer:		Job Title:	
Employers Address (including country):			
Reason for Leaving:		Salary/Package on Leaving:	
Description of duties and responsibilities:			

Periods Not in Employment		
You must account for every gap in employment or training since leaving Secondary School. Please ensure you use this section and continue on another sheet of paper if necessary.		
From:	To:	Reason for Periods not in Employment or Training
Other Information		
Have you, at any point in the past five years, lived outside of the UK for a period of three months or greater? If so, then please provide details, including the dates and reason below.		
Do you have any other training, qualifications or skills relevant to the post?		
Have you made a previous application to the school? If so, when was this and what was the outcome?		
Personal Statement (please no more than 2 A4 pages)		
Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application (use a separate page and attach to the application – if needed).		

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References

Please give details of two professional referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. **References will not be accepted from relatives.**

First Referee

Referees' Name:	Relationship to you:
Referees' Job Title:	Telephone Number:
Name of Organisation:	Email Address:
May we contact the referee before interview? Yes/No	Dates you were employed/Known to the referee:

Second Referee

Referees' Name:	Relationship to you:
Referees' Job Title:	Telephone Number:
Name of Organisation:	Email Address:
May we contact the referee before interview? Yes/No	Dates you were employed/Known to the referee:

Declaration of Criminal Convictions

This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information about convictions, past cautions or prosecutions pending. Any information you give will be treated in strictest confidence and will only be considered in relation to this application. In answering the following question, you must disclose details of all convictions and cautions.

Have you ever been convicted of a criminal offence? **Yes / No**

If YES, please give details on a separate sheet and place in a sealed envelope addressed to the school office, of all convictions, bind-overs and cautions. Please also detail if you are on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body e.g. General Teaching Council (GTC).

Suitability for Employment

Are you aware of any other circumstances or characteristics not covered by your previous answers which might affect your suitability for employment e.g. significant financial difficulties, conduct liable to lead to susceptibility to pressure or improper influence?

Yes / No

If YES, please provide full details below:

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Data Protection

Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection.

The information required is necessary for selection purposes and will be used by the College for the selection and verification process in connection with any vacancy that arises.

Under the Data Protection Act 1998 you have the right of access to any electronically and/or manually held information.

By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

Declaration

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the School processing the data supplied on this application form for the purpose of recruitment and selection.

Signed: _____ **Date:** _____

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' ability for positions of trust, Danegrove Primary School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

ACTION FOR EQUALITY

Danegrove Primary School is an equal opportunities employer and aims to ensure people are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective criteria. Danegrove Primary School will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex, marital status, sexuality, disability, age, or is disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe performance of the job.

SOCIAL MEDIA SCREENING

This job may be subject to a social media screening (before interview), shortlisted candidates may be asked to complete a self-declaration form.

