



Sandwell Academy

Halfords Lane, West Bromwich,
West Midlands, B71 4LG

CONFIDENTIAL

Application Form for Teaching Post

Please complete all sections (other than Section 7) in Block Capitals. Incomplete forms may be returned.

Post for which you wish to be considered:

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1. Personal Details

Title:	First name(s):	Surname:
Former name(s):		
Address:		
Telephone no.:	Mobile no.:	
Email:	National Insurance no.:	
QTS No.:	Date of Recognition as a teacher:	
Do you have the right to work in the United Kingdom? Yes / No		
Where did you find out about this vacancy?		
TES online	TES (paper version)	Newspaper
Other (please specify)		

2. Teaching Subjects

Main Subject	Subsidiary Subject	Age range for which trained

3. Education and/or Training

Please provide details of your education and/or training from secondary school through to adult training.

Name of School / College / University	Course	Dates

4. Qualifications

Please provide details of any qualifications gained, including grades, from secondary school to current time.

Qualifications	Grade / Level	Date of Award

5. Employment

Please provide details of your full employment profile, commencing with your current or most recent position.

Please continue on a separate sheet if necessary.

Title of Post	Organisation	Age Range	No. on Roll	Salary, including allowances	Dates Post Held	Reason for Leaving

6. Relevant in-service courses/training attended during the last three years

Course	Organised By	Dates	Duration

7. Additional Information

Please provide a statement explaining how your education and experience meet the requirements of this post, adding any further information which supports your application. Please consider how and why you are suitable and will be able to make a positive contribution at Sandwell Academy. Please continue on a separate sheet if necessary. You are also welcome to submit further details by means of a CV, but should complete the section below without references to such documents.

8. References

Please give the name, address and status of two persons who can support your application and who have agreed to their names being used.

Unless there are good reasons to the contrary, one of the referees should represent your present employer. If you are currently employed in a school one referee must be the Headteacher. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Referee 1	
Name (including title) :	
Occupation/Position:	
Company name (if applicable):	
Address (including postcode):	
Telephone number:	
Email address:	
Referee 2	
Name (including title) :	
Occupation/Position:	
Company name (if applicable):	
Address (including postcode):	
Telephone number:	
Email address:	

9. Declaration of Interests

Please declare any family or close relationships to existing students, employees or employers (including governors).

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10. Declaration

I declare that the information I have given on this form and additions is correct.

Signed

Date

Applicants can normally expect to be invited for an interview within three weeks of the closing date. Otherwise they may assume that, on this occasion, their application has been unsuccessful. However, career opportunities are sometimes available within our family of schools at Madeley Academy, Sandwell Academy and Walsall Academy. If you are unsuccessful please indicate if you wish us to hold your form on file to be considered for future similar vacancies.

If you are unsuccessful, please indicate if you wish your application form to be considered for future similar vacancies Sandwell Academy.

If you are unsuccessful, please tick this box if you would wish your application form to be considered for future similar vacancies at any of the other schools within our family of schools.

Please Tick

Please return completed Application and Monitoring Forms to:

'Recruitment'
Sandwell Academy
Halfords Lane, West Bromwich
West Midlands B71 4LG
Email: recruitment@sandwellacademy.com

Declaration of criminal offences:

Name: _____

Position applying for _____

The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may be, even if they would otherwise be regarded as "spent" under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. As the occupant of the post will have substantial access to children, an enhanced disclosure request will be made to the Disclosure and Barring Service (DBS) to ascertain whether their records reveal any criminal convictions (including spent ones) relating to the successful applicant. All information given will be treated in the strictest confidence and will be used for this job application only. The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

Failure to declare a conviction may, however, disqualify you from appointment or result in summary dismissal if the discrepancy comes to light.

Criminal conviction or cautions:

Dates	Details of offence	Sentence

Signed

Date



Sandwell Academy

Optional Monitoring Form

This information is kept separate from the rest of your application form and is not seen by anyone involved in the selection process.

Please complete in BLOCK CAPITALS

Post you are applying for:	
Full Name (including title):	
Sex of Applicant:	
Marital Status:	
No. of dependent children	
Date of Birth:	

Age range:

Please tick as appropriate:

16-18	<input type="checkbox"/>	19-35	<input type="checkbox"/>	36-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>	60-65	<input type="checkbox"/>	Over 65	<input type="checkbox"/>
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Medical Information:

Please tick the box and give details below of any absences from employment that you have had during the last three years:

<input type="checkbox"/> 0-3 days	<input type="checkbox"/> 4-10 days	<input type="checkbox"/> 11-20 days	<input type="checkbox"/> 21-29 days	<input type="checkbox"/> 30+ days
Details:				

Disabilities:

Do you consider yourself to be disabled?	Yes / No
If Yes please provide details:	

Ethnic Origin:

Asian or Asian British	Black or Black British	Mixed	White
Indian	Caribbean	White & Black Caribbean	British
Pakistani	African	White & Black African	Irish
Bangladeshi	Other	White & Asian	Other
Chinese		Other	
Other			

Other Ethnic Origin (Please specify)