

## EMPLOYMENT APPLICATION FORM – TEACHER

### 1. Personal Information

|   |                              |                             |  |
|---|------------------------------|-----------------------------|--|
| Post applied for  |                              |                             |  |
| Surname   | First Name (s) in full       |                             | Gender M <input type="checkbox"/> F <input type="checkbox"/> |
| Previous Surname  | Date of Birth                |                             | Marital Status   |
| Address (Street Name and Number)                                |                              |                             |  |
| Town  | Post Code                    | Country                     |  |
| Contact N° - Home   | Mobile N°                    | E-mail                      | Skype ID   |
| Are you an EEA (European Economic Area) applicant including UK? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |  |
| Is there any type of work you cannot do for health reasons?     | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Details:   |
| Number of Dependent Children                                    | Ages of children:            |                             |  |

### 2. Professional Details

|                      |                                     |
|----------------------|-------------------------------------|
| Curriculum taught:   | Number of years full-time teaching: |
| Subjects taught:     | Other subject(s) taught:            |
| Professional bodies: | Teacher Registration Number:        |

### 3. Relevant Professional Development

| Subject | Title | Date(s) | Relevance |
|---------|-------|---------|-----------|
|         |       |         |           |

### 4. Qualifications (please add rows if you have more than one degree)

| Name of School             | Qualification (A levels / degree) | Subjects | Grade, Level, Class or | Date Awarded |
|----------------------------|-----------------------------------|----------|------------------------|--------------|
|                            |                                   |          |                        |              |
| Name of University/College |                                   |          |                        |              |

### 5. Teacher Training

| Name of University/College/Institution | Teaching qualification | Subjects | Grade, Level, Class or | Dates taken |
|--|------------------------|----------|------------------------|-------------|
|  |                        |          |                        | From<br>To  |

### 6. Employment Please state your employment details in chronological order starting from the most current, you can add more rows if necessary

| Places of Employment (Name of School/Company) | Position Held | Further Responsibilities | From (dd/mm/yyyy) | To (dd/mm/yyyy) |
|---|---------------|--------------------------|-------------------|-----------------|
|   |               |                          |                   |                 |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |

**7. Gaps in Employment/Education History** Please include all gaps in employment in chronological order starting from most current you can add more rows if necessary

| Reason for Gap | From (dd/mm/yyyy) | To (dd/mm/yyyy) |
|----------------|-------------------|-----------------|
|                |                   |                 |
|                |                   |                 |

**8. ICT and eLearning Skills** Please tick the applications or programmes that you use confidently

|   |                                   |  |   |
|---|-----------------------------------|--|---|
| Microsoft Windows <input type="checkbox"/>  | Internet <input type="checkbox"/> | iPad <input type="checkbox"/>  | Virtual learning environment <input type="checkbox"/> |
| Do you regularly use a computer? Yes <input type="checkbox"/> No <input type="checkbox"/> |                                   | Do you use ipads in the classroom Yes <input type="checkbox"/> No <input type="checkbox"/> |   |

**9. Application Questions**

Identify the qualities and skills your bring to your teaching

How do you help learners to achieve their full potential?

Can you give examples of techniques which you have used to assess the effectiveness of the learning experience?

Can you give details of recent curricular changes and the effects they have had, or are likely to have, on your teaching?

Support Information – Please provide any additional relevant information in support of this application indicating suitability for the post including the main contribution and qualities you can bring to it. Membership of working parties to be included. Give details of any special interest you have as well as any experience outside teaching which you feel may be relevant.

**10. Referees – Please provide the name, position held, school name and address, email address and telephone number of two professional referees. Your current headteacher must appear as one of your referees.**

|           |           |
|-----------|-----------|
| Referee 1 | Referee 2 |
|-----------|-----------|

|  |      |
|--|------|
|  |      |
| <i>Declaration – I declare that the information I have given in this application form to the best of my knowledge is true and correct. I understand that deliberately falsifying or omitting information will disqualify my application and, if discovered after appointment could constitute grounds for dismissal.</i> |      |
| Signature  | Date |
| Caxton College is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and an enhanced DBS is required.   |      |