**Application for Teaching Post**

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| Post Applied For |  |
| Location |  |

Incomplete application forms will not be considered**. Harris Federation** does not accept CVs alone, they will only be considered as part of the additional information on a fully completed application form.

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| **1. Personal details** | | | | | |
| Forename(s) |  | | | Surname |  |
| Address | |  | | | |
| Town/city | |  | | | |
| County | |  | | | |
| Post code | |  | | | |
| Country of residence | | | UK  Other  If other please state | | |
| Are you eligible to work in the UK? | | | YES  NO  If no, please give details | | |
| Contact Number(s) | | | Mobile:       Home: | | |
| Email Address | | |  | | |
| Have you previously applied to any of the Harris Academies or Harris Federation? If so, please give details of the Academy and the role. | | | | | |
| Are you related to or do you have a close personal relations with any Harris pupil, employee or governor. If so, please give details. | | | | | |
| Where did you hear about the vacancy?  TES  Recruitment Agency  Harris Careers website  Other  Word of mouth  Guardian Website  Referral  Referred by …………….. | | | | | |
| **QTS Details** | | | | | |
| Do you hold qualified teacher status? Yes  No  In which year did you gain QTS?  Teacher Reference Number (TRN):       Induction Status:       Qualification Route:    Are you an Overseas Trained Teacher?       If so, have you applied for UK QTS? | | | | | |

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| **2. Current Employment** | |
| Start Date  (DD/MM/YYYY) |  |
| Leaving Date  (DD/MM/YYYY) |  |
| Employer’s Name |  |
| Employer’s Address |  |
| Job Title |  |
| Main Responsibilities |  |
| Salary |  |
| Additional Benefits |  |
| Reason For Leaving |  |
| Notice Period |  |

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| **3. Please give details of relevant previous employment** | | | | | |
| Start Date  (DD/MM/YYYY) | Leaving Date  (DD/MM/YYYY) | Employer Name and Address | Jobs Held and Main Responsibilities | Salary | Reason for Leaving |
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| **Please use the space below to explain any gaps in your employment** |
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| **Previous employment with children** |
| Other than the employment mentioned above, have you  ever worked within a role or volunteered in a role that Yes  No  involved contact with children or young people? |
| If yes, please provide details below. Harris Federation reserves the right to contact any of your previous employers / voluntary organisations. |
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| **4. Education history**  **(Please list your education attainment, highest qualification first)** | | | | | | |
| From  (MM/YYYY) | To  (MM/YYYY) | Institution | | | Qualification attained / subject | |
|  |  |  | | |  | |
| **5. Continuing Professional and Personal Development**  **(during the last three years)** | | | | | | |
| From  (MM/YYYY) | To  (MM/YYYY) | Full or part time | Name of course and provider | | | Award/qualification gained |
|  |  |  |  | | |  |
| **6. Knowledge, experience and skills**  **Using no more than 2 A4 pages describe how you meet the requirements outlined in the Person Specification** | | | | | | |
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| **8. Referees**  **(Please note references will be requested prior to your interview, unless stated otherwise.)** | | | | | | |
| Please provide the contact details of two referees, one of whom should be your most recent/current employer. Harris Federation reserves the right to contact any of your former employers. | | | | | | |
| Referee Full Name | | | | Referee Full Name | | |
| Job title | | | | Job title | | |
| Organisation | | | | Organisation | | |
| Work Address | | | | Work Address | | |
| Mobile  Work Telephone Number | | | | Mobile  Work Telephone Number | | |
| Work Email | | | | Work Email | | |
| What is their relationship to you? | | | | What is their relationship to you? | | |
| Please tick the box if you do not give consent for your reference to be contacted prior to interview  If **no** please state why: | | | | Please tick the box if you do not give consent for your reference to be contacted prior to interview  If **no** please state why: | | |

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| **9.Confidential Information** |
| **The Harris Federation requires all employees to undertake an enhanced Disclosure & Barring Service (DBS) Check. You are required, before appointment, to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.**  **Non-disclosure may lead to termination of your employment.** |
| In relation to the above, if you have any convictions or cautions (including spent convictions) you are obliged to detail these below:  Do you have any convictions (including cautions & bind-overs)  Yes  No  If **yes**, give details. |
| SIGNED (typed signatures are accepted):       DATE: |

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| **10. Interview Arrangements** | |
| If you have any disabilities, please let us know if we need to make special arrangements for you if you are invited for interview: | |
| **11. Declaration** | |
| In submitting this form to Harris Federation, I declare that the information provided by me on this application form are correct to the best of my knowledge and belief.  I understand that if I give any information which is later found to be false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment.  I understand that information given on this form will be processed by and used for registration purposes under the Data Protection Act 2018.  Terms of use of data attached. | |
| **Please tick the box and sign below or type your name to agree to confirm that you have read, understood and agree with the above declaration:** | **Yes** |
| Signature: | |
| Date: | |

When you have completed all 11 sections please submit the form to the person specified on the advert or information pack.