

APPLICATION FORM

Oakwood primary School

117 Tennyson Road,
Luton,
Bedfordshire,
LU1 3RR
Tel: 01582 - 518800
Email: admin@oakwoodprimary.co.uk
www.Oakwoodprimary.co.uk

PLEASE COMPLETE THIS FORM IN BLACK INK OR TYPE FOR EASE OF DUPLICATION
Oakwood Primary School is committed to the safeguarding and active promotion of the welfare of all our pupils.

APPLICATION FOR THE POST OF: _____

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Mr/Mrs/Miss/Ms (circle) Surname _____

Forenames _____ Date of Birth _____

Previous Name(s) _____

(required for verification of qualifications etc., which may not be in your current name)

DFE No. (if applicable) _____ **National Insurance No.** _____

CRIMINAL RECORDS BUREAU (DBS) CHECK No. _____

DATE OF LAST CRIMINAL RECORDS BUREAU CHECK _____

Address (in full)

_____ Post code _____

Address for Correspondence (if different)

_____ Post code _____

Telephone No. (home) _____ (mobile) _____ (work) _____

Email addresses: _____

2. SECONDARY EDUCATION

Name & Address of School	Dates		Qualifications gained with grades (e.g. GCSE, English, B)
	From	To	

3. FURTHER EDUCATION (beginning with most recent)

Name of College/School	Dates		Full-Time or Part-Time	Subjects studied (indicate main/subsidiary)	Qualifications achieved with dates and grades (e.g. A Level, Math's, B)
	From	To			

4. HIGHER EDUCATION (beginning with most recent)

Name of University/ College	Dates		Full-Time or Part-Time	Subjects studied (indicate main/subsidiary)	Qualifications achieved (with dates and class)
	From	To			

5. NEWLY QUALIFIED TEACHER NATIONAL SKILLS TESTS (if applicable)

Please complete the table to indicate achievement in tests.

LITERACY test pass date		NUMERACY test pass date		ICT test pass date	
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Date of recognition by DFE as a qualified teacher for teaching in the U.K. _____

Age range/phase qualified to teach _____. Age range/phase you would prefer to teach _____.

6. TEACHING SERVICE (if applicable)

State service in any recognised school/college including any promotions in the same school/college. Applicants for first teaching appointments should list their teaching practices under (b).

(a) MOST RECENT TEACHING POST (if applicable). Please state whether service is with an Agency.

Name of School/College and Education Authority (full address) (please state if Voluntary School)	Boys/Girls /Mixed. Number on roll, age range	Post-title, role or brief description of duties and any responsibility/ Allowance points received	Dates From To	Total length of service in this Post

(b) PREVIOUS TEACHING EXPERIENCE (in chronological order beginning with most recent)

7. RELEVANT IN-SERVICE TRAINING

Professional development and other courses attended during the past 3 years relevant to this post/application.

Course	From	To	Full/Part-Time Day or evening	Location

8. NON-TEACHING SERVICE (beginning with most recent)

Employer's Name and Address	Post held (state if Full-Time or Part-Time)	Duties Involved	From	To

9. WHAT IS THE EARLIEST DATE YOU COULD COMMENCE YOUR DUTIES IF APPOINTED? _____

10. REFEREES:

Please state the names, status and addresses of two persons to whom reference may be made, one of whom must be your present Employer, or your present Head teacher/principal (or Principal of your college if you are seeking first appointment)

Name	Job Title (if applicable)	Address (in full)	Tel no's (including code)	Email addresses

11. SUPPORTING STATEMENT

Outline how the experience, skills and training you have gained both inside and outside paid work or through study meet the selection criteria for the post you have applied for. Please make full use of this section as short listing is conducted on the basis of the application form and statement only. A Curriculum Vitae is NOT acceptable. Please indicate how many pages your statement is and attach to the application form.

No of Pages

12. RELATIONSHIP - Are you related to any Trustee/governor of Oakwood Primary school or Senior Officer (including the head teacher)? **YES/NO** (circle)

If yes, give name _____ Relationship _____

13. ASYLUM AND IMMIGRATION ACT - Before you commence working you **MUST** provide evidence to demonstrate your right to be in or work in the United Kingdom.

Have you the right to work in the United Kingdom

Yes No

Is this subject to a Work Permit?

Yes No

14. DECLARATION

I certify that to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false and misleading it will disqualify me from appointment or after appointment could lead to disciplinary action or dismissal.

Signature of Applicant _____ **Date** _____

You cannot sign this form on screen. By submitting an email application, you undertake that the information you provided is true and accurate to the best of your knowledge. You will be required to sign your application at a later stage of the selection process.

NOTE - Should any of the particulars furnished in answer to any questions in this form be found to be false within the knowledge of the candidate or should there be any willful omission or suppression of any material fact, the candidate will, if appointed, be liable to be dismissed.

ADDITIONAL INFORMATION FOR MONITORING PURPOSES ONLY

15. DISABILITY

The Disability Discrimination Act 1995 (DDA) protects people with disabilities. The DDA defines a person as disabled if they have physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities.

15a. Do you consider yourself to have a disability according to the terms given in the DDA?

Yes No

15b. If you have answered yes to having a disability, please let us know how we can support you at the interview. Also any applicants who identify themselves on the relevant section of the application form as having a disability under the Equality Act 2010 and who meet the essential criteria for the post will be guaranteed an interview.

15c. Please tick if any of the following types of disability apply to you. People may experience more than one type of disability, in which case tick all the types that apply. If your disability does not fit any of the types, please mark 'Other' and state your disability

- Long standing illness, such as cancer, HIV, diabetes
- Sensory impairment, such as being blind, having a serious visual impairment or being deaf, having a serious hearing impairment
- Physical impairment, such as difficulty using your arms or mobility issues, which means using a wheelchair or crutches
- Learning disability (such as Down's Syndrome or Dyslexia) or cognitive impairment (such as autism or head injury)
- Mental health condition, such as depression
- Other _____

16. MEDIA

Where did you see or hear of this vacancy? _____

17. REHABILITATION OF OFFENDERS ACT - Please read carefully

- (a) Because of the nature of the work for which you are applying, this post is exempt from the provision of the Rehabilitation of Offenders (Exceptions) (Amendments) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are “spent” under the Provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in a dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to any application for positions to which the Order applies. You are asked to note that a check will be carried out in Police records for details of any criminal offence.
- (b) Have you been convicted of any criminal offences? **YES/NO** (circle)
- (c) If yes, give details, place in a sealed envelope and attach to this form.

Signed _____ Date _____

18. What is your ethnic group?

Please choose one selection from A to E and then tick the appropriate box within your chosen section to indicate your cultural background. If you are ticking one of the ‘Any other’ boxes please state in the space provided

A. White

British

Irish

Any other white background

Please state _____

B. Mixed

White and Black Caribbean

White and Black Asian

White and Black African

Any other mixed background

Please state _____

C. Asian or Asian British

Indian

Bangladeshi

Pakistani

Any other Mixed Background

Please state _____

D. Black or Black British

Caribbean

African

Any other Black British

Please state _____

E. Chinese or other Ethnic Group

Chinese

Any other Background

Please state _____

19. What is your religious background ?

Islam

Christianity

Judaism

Other

None

Please state _____

PLEASE SEND COMPLETED FORMS TO

Oakwood Primary school, 117 Tennyson Road, Luton, Bedfordshire, LU1 3RR

or email completed forms to JamalA@oakwoodprimary.co.uk