

Hertfordshire County Council Job Application Form (Teaching in Schools)

Post Applied for:

At:

School

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). **For guidance on completing this form, please look at the Guidance Notes – Teachers document**

All sections must be completed.

PERSONAL DETAILS

Surname/Family Name:	Preferred Title:
First Name(s):	Previous Surname:
Home Address:	Present Address (if different):
Post Code:	Post Code:
Telephone (Home):	Telephone (Work):
Telephone (Mobile):	Email:
Date of Birth:	
CURRENT EMPLOYMENT (If you are not currently employed as a teacher please give details as appropriate)	
Name of Establishment:	Employer:
Type of School:	Key Stage:
Post Held:	Date Appointed:
Pay Scale:	Total Annual Salary:
If your salary includes additional payments, what are they and what is the value? (e.g. TLR of £4,000)	

PREVIOUS EMPLOYMENT DETAILS

Please list in chronological order, with precise dates if possible, as this information may be used to assess salary.

a) In Education (Supply teaching appointments need not be listed individually)

Employer and Establishment	Post and Grade	Type of School / Key Stage	From	To	Reason for Leaving

b) Outside Education

Employer	Post	From	To	Reason for Leaving

HIGHER EDUCATION

Establishment(s)	From	To	Full/ Part-time	Qualification Awarded			
				Degree	Class	Division	Date of award
Degree							
or Cert.Ed							
PGCE				Key Stage			
Other				Subject			

SECONDARY SCHOOL EDUCATION

Establishment(s)	From	To

Examinations (for first teaching appointment in a Local Authority –maintained School in England or Wales please give details of ‘A’ Levels and GCSEs, or equivalent: i.e. Subject, Date, Results/Grade).

Subject	Date	Results/Grade

OTHER QUALIFICATIONS OBTAINED

Course and Organising Body	Date	Qualification



PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 (Please give details)

	From		To	
	Month	Year	Month	Year

LEISURE INTERESTS

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

REFERENCES

Please give the names, addresses and status of two referees who may be approached now.

References from friends or relatives are not acceptable.

(If you are currently employed as a teacher, one referee **must** be your present Headteacher).

1) Name:	Status:
Address:	
Telephone:	
2) Name:	Status:
Address:	
Telephone:	

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.



From what source did you learn of this vacancy?	
Are you a relative or partner of any employee or governor of the School?	Yes/No
If yes, please give details:	
Has someone else completed this form on your behalf?	Yes/No
If yes, please provide the person's name and an explanation:	

I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.
Signature:
Date:

If you are not currently employed in a maintained school in this authority you must supply additional information below:

ADDITIONAL INFORMATION (for salary and pension purposes)	
This information is required only if you are not currently employed in a maintained school in this authority.	
National Insurance No:	Teacher Reference no(DfES) --/-----
Date of Recognition*	Date of registration with the GTC:.
*If this would be your first teaching appointment in a Local Authority – Maintained School in England or Wales, please attach a copy of your letter from the DFES granting you Qualified Teacher Status.	
PENSIONS	
Are you currently in receipt of a pension from Teachers' Pensions?	Yes/No
Have you elected to OPT-OUT of the Teachers' Superannuation Scheme?:	Yes/No If Yes, please provide date
Have you elected to participate in the Part-Time Teachers' Superannuation Scheme?	Yes/No If Yes, please provide date
Have you elected to pay additional Superannuation Contributions through the Teachers' Scheme?:	Yes/No If Yes, please provide date
If yes , please indicate whether these are:	
i) Widower's Contributions	Yes/No %
ii) Purchase of Past added Years	Yes/No %
iii) Additional voluntary contributions via Prudential Assurance Co.	Yes/No %

Please attach a copy of the Teachers' Pensions notification as appropriate.

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)

**YOU NOW NEED TO COMPLETE THE ENCLOSED
PERSON SPECIFICATION FORM**