**Exeter Supply Partnership Teacher Application Form**

### Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | **Surname** |  |
| **First Name:(s)** | |  | |
| **Previous/other name(s)**  **(if you have any)** | |  | |
| **Date of Birth** | |  | |
| **Home address**  **Post Code** | |  | |
| **Address for correspondence (if different from above)** | |  | |
| **Telephone** | |  | |
| **Mobile** | |  | |
| **E-mail Address** | |  | |
| **Teacher Reference Number** | |  | |
| Do you have qualified teacher status (QTS)? | |  | |
| **Please tick the phases you wish to teach** | | **Nursery**  **Reception**  **KS1**  **KS2** | |
| **Please state any specialism you may have** | |  | |
| **Where did you hear about ESP?** | |  | |

### Employment, Teaching and Related Experience (NQT’s should include periods of school-based training)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Start Date/ End Date** | **Employer, address, school name and address** | **Position held include salary scale** | **Full time, part time or supply** | **Responsibilities, age range, subject/s taught, type and size of school** | **Reason for leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Details of Secondary, Further and Higher Education

|  |  |  |
| --- | --- | --- |
| **Educational Establishment / College / University** | **From/ To** | **Exams passed and Qualifications gained including NVQs**  **(include grades and date attained)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Professional Development, Qualifications and Other Training

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date** | **End Date** | **Training Provider** | **Course Title and/or Qualifications Obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Supporting Statement.** Please write in support of your application, showing how your experience and qualifications are relevant and how you would contribute to our supply service (500 word limit)

|  |
| --- |
|  |

### References. Please give the name and address of two referees from whom we may seek information regarding your suitability for the role. If you are currently employed, one of the referees must be your current employer; otherwise it must be your most recent employer. If you are in, or have just completed full-time training, one referee should be from your college or university. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the role.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **REFERENCE 1** | | | **REFERENCE 2** | | |
| If you do not wish this person to be contacted without prior consultation please put a cross in the box | |  | If you do not wish this person to be contacted without prior consultation please put a cross in the box | |  |
| **Name** |  | | **Name** |  | |
| **Address** |  | | **Address** |  | |
| **Telephone** |  | | **Telephone** |  | |
| **Email** |  | | **Email** |  | |
| **Relationship** |  | | **Relationship** |  | |
| **How long known?** |  | | **How long known?** |  | |

## Eligibility to work in the UK

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you eligible to work in the United Kingdom and are you able to provide proof of this?**   |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  |   The Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks on every person, before they start work, therefore if you are asked to interview, you will be required to provide evidence (original documents only) that you are eligible to live and work in the UK and copies will be taken at interview and if unsuccessful these will be destroyed in accordance with the Data Protection Act 2018 (DPA). If you are offered the post these original documents will be retained on your personal file |

**Rehabilitation of Offenders Act 1974**

|  |
| --- |
| All roles involving direct contact with children are exempt for the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013&2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide).  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your position is confirmed. |

**Disciplinary action**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you been the subject of formal disciplinary action in your past employment or currently in the process of ongoing disciplinary action in your current position?   |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  | |
| If ‘yes’ please give brief details below or on an additional sheet if necessary |

|  |
| --- |
| I confirm that the above information is complete and accurate, and I understand that any offer of work is subject to a) references which are satisfactory to Exeter Supply Partnership, b) a satisfactory enhanced DBS certificate and check of the Barred list where relevant, c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned, or sanctioned in this regard.  **Signature:**  **Date:**  **Submitting this completed application form electronically signifies your acceptance**  **of ALL of the above declarations.**  **Please note areas of your application form will be used to build your teacher profile, which will be sent to schools (sections that will be used are employment history, education, professional development and supporting statement).**  **DATA PROTECTION ACT 2018.** INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY EXETER SUPPLY PARTNERSHIP UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY EXETER SUPPLY PARTNERSHIP. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. |

|  |
| --- |
| **FOR ESP OFFICE USE ONLY** |
| **Application reviewed (sign and date x2 members of staff)** |
| **1)** |
| **2)** |