

**CONFIDENTIAL**

**REDBRIDGE MUSIC SERVICE**

Post:

Age groups for which trained:  Month/Year QTS Awarded:

**1. Specialist Subjects Offered**

Main:  Other:

Teacher Reference Number:

National Insurance No:  Do you require permission to work in the UK(Y/N)

**Please X the box if you a newly qualified teacher (NQT) or if you are completing your training**   
*(An NQT is required to service a statutory induction period)*

**Applicants may use a continuation sheet for sections where additional space is required**

**2. Personal Details**

Title:  Surname:  Forename(s):

Please include former names if applicable in brackets

Permanent Address	Temporary Address (if applicable)
<input type="text"/>	<input type="text"/>
Post Code: <input type="text"/>	Post Code: <input type="text"/>
<b>Contact Details:</b>	
Telephone: <input type="text"/>	
Mobile: <input type="text"/>	
Email: <input type="text"/>	

**3. Education, Training and Qualifications**

**Secondary Education**

Name, location and type of schools	Dates (mm/yyyy)		Secondary Examinations passed with grades
	From	To	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Higher Education**

University/College/Organisation/Course	Dates (mm/yyyy)		Qualifications passed with grades
	From	To	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Initial Teacher Training** (NQTs please include ITT courses undertaken)

University/College/Organisation/Course	Dates (mm/yyyy)		Qualifications passed with grades
	From	To	
	From	To	
	From	To	
	From	To	
	From	To	

**4. Present Post**

Name of School		School Address			Phase
Salary £	Special Allowance	Point on Scale	Ages Taught	Date of Appointment	When could you commence duty

Details of present post held including title, subjects taught and areas of responsibility.	
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**5. Previous Teaching Experience**

Please give details of all full and part-time paid teaching experience in schools including periods before date of qualification. NQTs please include college teaching practices if applying for your first appointment (**use a continuation sheet if necessary**).

Local Education Authority, Gov. Body or Country	School	Full Time or % Part time	Post Held	Ages Taught	Periods of paid teaching service Students give teaching practice dates (mm/yyyy)	
					From	To
					From	To
					From	To
					From	To
					From	To

**6. Previous Industrial, Commercial or Local Government Experience**

Please give details of experience (e.g. industrial, clerical, social and other gainful employment after the age of 18 years).

Name and Address of Employer(s)	Date (mm/yyyy)		Nature of Employment and position held (including an indication of whether full or part-time)
	From	To	

**7. Declarations**

Are you related to a Trustee Councillor or Officer of Vision or London Borough of Redbridge?

If yes, please state their name and the relationship

**Note:** *Canvassing or failure to disclose a relationship as noted above could disqualify the candidate.*

### Safer Recruitment: Declaration of Criminal Offences

The post is exempt from the Rehabilitation of Offenders Act 1974. You must give details on this form of all offences, convictions, cautions or bindovers you have or any court cases that you have pending.

Are you declaring a criminal offence?

Details of Offence(s)	Place & Date of Judgement(s)	Sentence(s)

As the occupant of the post will have substantial access to children, a disclosure request will be made to appropriate organisations to ascertain whether their records reveal any criminal convictions (including spent ones). Vision-Redbridge Culture & Leisure will comply with Safer Recruitment. **NOTE: Failure to disclose any criminal conviction could prevent further consideration of an application for appointment.** All information given will be treated in the strictest confidence and will be used for this job application only.

### 8. Newly Qualified Teachers

National Skills Tests (NQTs prior to 2013 only)

Please complete the boxes and add the date identifying success in the National Skills Tests:

NUMERACY	Pass	Date	LITERACY	Pass	Date	ICT	Pass	Date
							(If applicable)	

If you have not yet passed the required tests please give the date of your next test (**DATE**):

**Have you already started your Newly Qualified Teacher Induction Period?**

If Yes, date started:

### 9. Courses attended in the last 5 years – (including Denominational Qualifications)

Please include organising body, title of course, dates and duration (**use a continuation sheet if necessary**).

Course Title and Organising Body

## 10. Special Interests and Relevant Experience

Please give details of your recreational and cultural interests, voluntary work and any other special skills you have developed which may be relevant to the post and to your work with children.

## 11. Letter of Application or Supporting Statement

Please include more detailed particulars of your experience, skills and further information in support of your application.

**You are advised to limit your Statement to the equivalent of 2 sheets of printed A4**

## 12. Important Notes or information that you think is relevant, but have not already included

You are asked to give details of any disability you may have for which a reasonable adjustment may be necessary. While this information will not be used for short-listing purposes, it will greatly assist in making any interview arrangements etc. Please detail any conditions or prohibitions placed upon you by the GTC/DfE.

### 13. References

**Safer recruitment guidelines recommend that references are taken up prior to interview.**

Please give the names and addresses of two professional referees. One of these should be your present or most recent employer. NQTs are advised to include their initial teacher trainer and a successful teaching practice school.

#### Referee 1

<b>Title</b> (Mr/Mrs/Ms/Miss/Dr etc)	<input type="text"/>
<b>Full Name</b>	<input type="text"/>
<b>Status</b>	<input type="text"/>
<b>School/College</b>	<input type="text"/>
<b>Address</b>	<input type="text"/>
<b>Postcode</b>	<input type="text"/>
<b>Email</b>	<input type="text"/>
<b>Tel No</b>	<input type="text"/>

#### Referee 2

<b>Title</b> (Mr/Mrs/Ms/Miss/Dr etc)	<input type="text"/>
<b>Full Name</b>	<input type="text"/>
<b>Status</b>	<input type="text"/>
<b>School/College</b>	<input type="text"/>
<b>Address</b>	<input type="text"/>
<b>Postcode</b>	<input type="text"/>
<b>Email</b>	<input type="text"/>
<b>Tel No</b>	<input type="text"/>

Successful applicants must produce original certificates of qualifications on request.

### Declaration

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

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

Name		Date	
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### Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By submitting this application form via email, we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.

**Para to be added regarding; for example “Vision is an Equal Opportunities Employer, promoting diversity and safeguarding in schools [ advice on correct wording ]**

## ADDITIONAL SHEET

### Previous Teaching Experience

Please give details of all full and part-time paid teaching experience in schools including periods before date of qualification. NQTs please include college teaching practices if applying for your first appointment (**use a continuation sheet if necessary**).

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