



THE BAY
LEARNING TRUST

Application Form

Teaching Staff

The Bay Learning Trust

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applying for the post of:	
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1. Personal Details

Title	
Surname	
First Names	
If you have ever used any other names, please state in full.	
Address	
Post Code	
NI Number	
Dfe Number (Teacher reference no.)	
Home Telephone Number	
Mobile Telephone Number	
Email Address	
Is this a personal or work email address?	

Do you have qualified teacher status? YES NO

If YES, please state date obtained	
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2. Current Post if applicable – NQT Applicants may wish to state experience on Page 4

School Name	
Address	
Post Code	
Headteacher	
Type of School	
Number on Roll	
Job Title	
Start Date	
Current pay scale & point	
Allowances	
Total FTE Annual Salary £'s	

3. Previous Teaching Experience

School Name & Address	Dates From (MM/YYYY)	Dates to (MM/YYYY)	Age of Pupils	NOR	Position Held	Reason for Leaving

Please use the continuation sheet on Page 11 if space is limited in any of the following sections.

4. Employment Outside Teaching

Please give details of ALL posts held, including part time and unpaid work. **If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times** e.g. unemployment, raising a family, study, voluntary work etc.

Dates From (MM/YYYY)	Dates To (MM/YYYY)	Details of Appointment / reason for break

Certificates for all qualifications shown in Sections 5, 6, 7 and 8 below should, where possible, be produced at interview. The successful applicant must produce original certificates before the offer of the post is confirmed.

5. Secondary Education (11-16)

School Name & Address	Dates From (MM/YYYY)	Dates To (MM/YYYY)	Qualifications obtained Subject	Level (eg GCSE)	Grade	Date Obtained

6. Further Education (16+)

School / College Name & Address	Dates From (MM/YYYY)	Dates To (MM/YYYY)	Qualification Subject	Level (eg GCSE)	Grade	Date Obtained

7. Higher Education

Institute	Date From (MM/YYYY)	Date To (MM/YYYY)	Qualifications	Date Obtained

8. Teaching Qualifications

Please inform us of your teaching qualification(s) and the institution at which it was awarded.

Details	Validated By	Date Obtained

9. Relevant Professional Development

As a participant	
Details	Date Completed

As a contributor	
Details	Date Led

10. References

Please supply the names and address of two people (one of which must be your present employer), to whom application may be made for a reference. **NB References will not be accepted from relatives or from people writing solely in the capacity of friends.**

Reference from current or most recent employer (trainee teachers may include a reference from their teacher training provider)	
Title	
Name	
Position	
Place of Work	
Address (Including Post Code)	
Email Address	
Is this email address a personal or work email?	

Please tick here if you do not wish your current employer to be contacted prior to interview

Second reference	
Title	
Name	
Position	
Place of Work	
Address (Including Post Code)	
Email Address	
Is this email address a personal or work email?	

Requirements

Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job?

YES

NO

If YES, please give details	
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The Equality Act 2010 defines a disabled person as: 'A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.' Someone who has had such a disability but is now recovered. Someone with a severe disfigurement.

Do you have a disability?

YES

NO

Declaration

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise The Bay Learning Trust to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

I agree that personal data relating to me which has been, or is obtained by The Bay Learning Trust, including personal data given by me on this form, may be held and processed either on a computer or in manual records and may be disclosed to the Governors and authorised employees of the Trust and used by the Academy for any purpose relating to my application and prospective recruitment and employment within the Academy.

Signed	
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Print Name	
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Date	
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LETTER OF APPLICATION

Along with your application form, please also provide a letter outlining your experience relative to the job description and explaining what you will bring to the role. The letter should be addressed to Mrs S Kenyon, CEO of the Trust, and should not be longer than two sides of A4.

The letter and application form should be returned to recruitment@baylearningtrust.com

The Bay Learning Trust supports the principle of equal opportunities in employment and a copy of the Trust equal opportunities policy is available on request. **Please take time to fill out the Equal Opportunities Form accompanying this application form.**

Continuation Sheet for any further information you wish to provide.

A large, empty rectangular box with a thin black border, intended for providing further information.