



# SACRED HEART SCHOOL

17 Mangate Street

SWAFFHAM, Norfolk PE37 7QW

Sacred Heart School is committed to safeguarding children and young people.

All post holders are subject to appropriate vetting procedures and a satisfactory enhanced disclosure.

## TEACHING APPLICATION FORM

<b>Name in Full</b> <i>(Block letters, Surname first)</i>			
<b>Maiden name</b> <i>(if married woman)</i>			
<b>Full postal private address</b>			
<b>Post Code</b>		<b>Telephone No.</b> <b>Mobile tel no.</b> <b>Email address</b>	
<b>Date of Birth</b>		<b>Religious Denomination</b>	
<b>Marital Status</b>		<b>Nationality</b>	
<b>NI Number</b>		<b>Registered Disabled No.</b> <i>(if registered disabled)</i>	
<b>DFES Reference No</b> <b>Qualified Teacher Status</b> <b>General Teaching Council Registration</b>		<b>Date of Qualification as a teacher</b>	

### POST - 16 EDUCATION AND TRAINING

Please give information about any education received in this county or abroad, and qualifications obtained including degrees, with class and division, and Teacher's Certificates.

Dates attended		Establishment attended	Full or Part time	Qualifications
From	To			

**TYPE of teacher training:**  
Please tick appropriate box(es)

Middle\*

Secondary\*

Primary (Junior, Infant or Nursery)

**PRESENT POST**

<b>Date Appointed</b>	<b>Name of Education Authority / Employer</b>	<b>Name of School / Institution (State whether Primary, Secondary etc)</b>	<b>Post Held</b>
Report Year, Report Month, Report Description, Student Name	Report Year, Report Month, Report Description, Student Name	Report Year, Report Month, Report Description, Student Name	Report Year, Report Month, Report Description, Student Name
Present Salary			

**PREVIOUS EMPLOYMENT / VOLUNTARY WORK and QUALIFICATIONS (TO SHOW A COMPLETE CHRONOLOGICAL HISTORY)**

<b>Dates</b>		<b>Name of Employer</b>	<b>Name of School / Institution Post held</b>	<b>Reason for leaving position</b>
<b>From</b>	<b>To</b>			

**OTHER recent courses and INSET in which you have been involved in the past 3 years and which you consider relevant to this post.**

Date	Length of course	Name of Course / Inset

**Personal qualities and experience - state subjects in which you are qualified to teach, and other subjects you wish to teach and any other specialisms you may have which may be relevant to your application:**

<b>Please state where you learned of this vacancy:</b>	
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**REFERENCES**

*Please nominate three referees. One should be your current, or most recent, employer and, in the case of a Catholic applicant, one should be your Parish Priest.*

<b>Name:</b>	In what capacity do you know the referee:
Position:	Organisation:
Address:	
Telephone No:	E Mail:
<b>Name:</b>	In what capacity do you know the referee:
Position:	Organisation:
Address:	
Telephone No:	E Mail:
<b>Name:</b>	In what capacity do you know the referee:
Position:	Organisation:
Address:	
Telephone No:	E Mail:

**REHABILITATION OF OFFENDERS ACT, 1974**

For teaching posts you are required before appointment to disclose any conviction, caution or binding over, including. 'spent convictions', under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Have you ever been convicted of any offence or bound-over or given a caution? Yes / No

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure."

Have you ever been subject to a school's capability procedure in the last 2 years? Yes/No (if Yes please attach details)

I understand that if my application is successful I will be required to obtain a disclosure at the appropriate level.

The Child Protection Policy and Code of Practice can be viewed on our website [www.sacredheartschool.co.uk](http://www.sacredheartschool.co.uk). Please confirm that both have been read and understood. Yes / No

**Signed:**

**Date:**

Applicants may give below any further information which they consider applicable to this post of responsibility.  
(Can be written on a separate sheet):

**I hereby certify that these particulars are correct. I understand that to knowingly give false information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.**

**Signed:**  
**Print name**

**Date:**

**All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.**

Please return to:  
The Head Teacher, Sacred Heart School, 17 Mangate Street, SWAFFHAM, Norfolk PE37 7QW