

# 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**

<b>Surname/Family Name:</b>	<b>Preferred Title:</b>
<b>First Name(s):</b>	<b>Previous Surname:</b>
<b>Home Address:</b>	<b>Present Address (if different):</b>
<b>Post Code:</b>	<b>Post Code:</b>
<b>Telephone (Home):</b>	<b>Telephone (Work):</b>
<b>Telephone (Mobile):</b>	<b>Email:</b>
<b>Date of Birth:</b>	
<b>CURRENT EMPLOYMENT</b> (If you are not currently employed as a teacher please give details as appropriate)	
<b>Name of Establishment:</b>	<b>Employer:</b>
<b>Type of School:</b>	<b>Key Stage:</b>
<b>Post Held:</b>	<b>Date Appointed:</b>
<b>Pay Scale:</b>	<b>Total Annual Salary:</b>
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).

<b>1) Name:</b>	<b>Status:</b>
<b>Address:</b>	
<b>Telephone:</b>	
<b>2) Name:</b>	<b>Status:</b>
<b>Address:</b>	
<b>Telephone:</b>	

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.

<b>From what source did you learn of this vacancy?</b>	
<b>Are you a relative or partner of any employee or governor of the School?</b>	Yes/No
If yes, please give details: .....	
<b>Has someone else completed this form on your behalf?</b>	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.
<b>Signature:</b>
<b>Date:</b>

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

<b>ADDITIONAL INFORMATION</b> (for salary and pension purposes)	
This information is required <b>only if you are not currently employed in a maintained school in this authority.</b>	
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.	

<b>PENSIONS</b>		
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
<b>If yes</b> , 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**