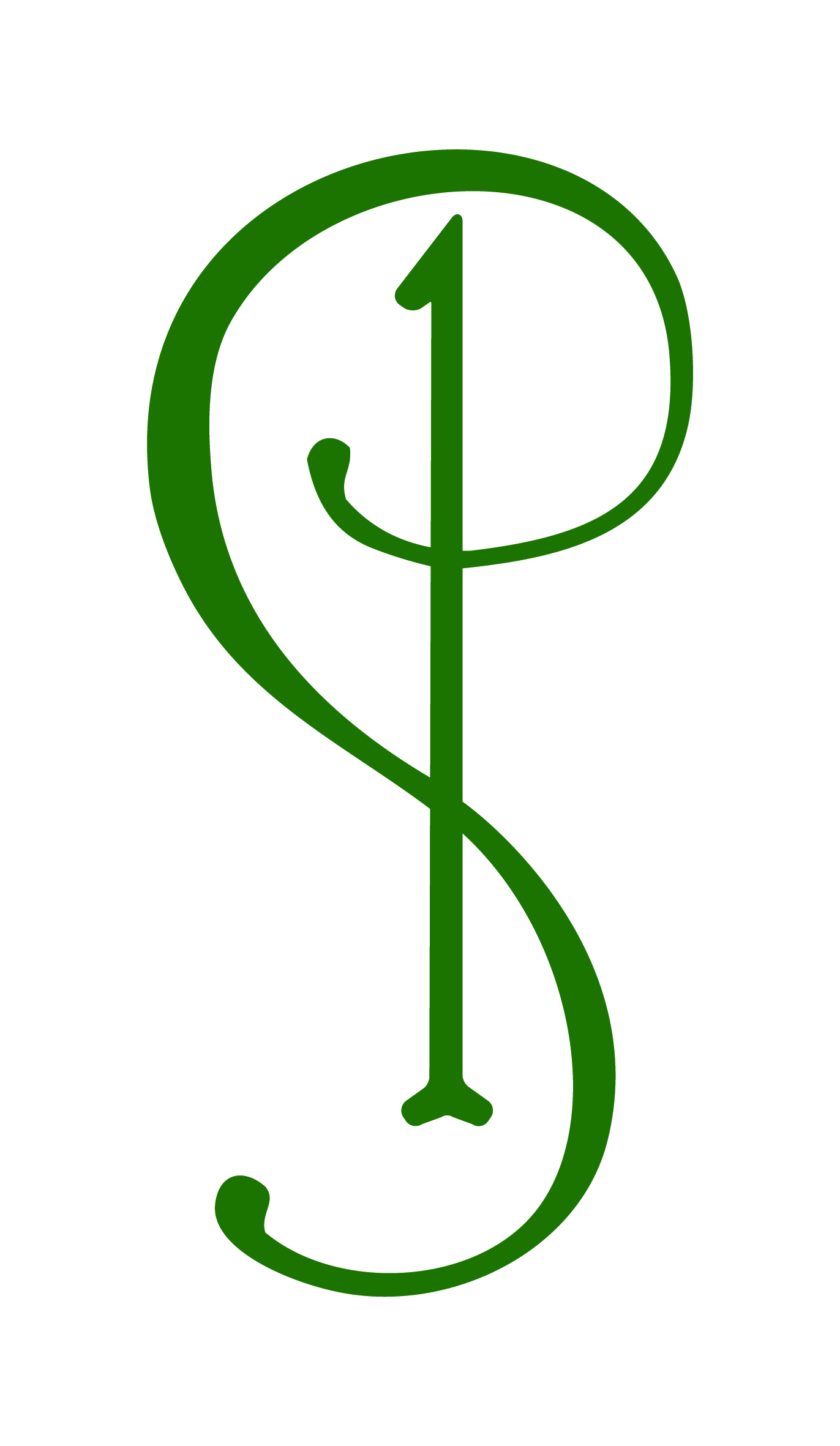
**The Priory School, Shrewsbury**



An Academy Trust

Application form

Please return this form to the Clerk to the Governors, Tracy Donovan at [td@priory.shropshire.sch.uk](mailto:td@priory.shropshire.sch.uk) or at The priory School, Longden Road, Shrewsbury, Shropshire, ST3 9EE by 9.00am on Monday, 24 March 2014.

**Applicants are reminded to include in no more than one side of A4 a description of how you have developed outstanding practice in your current role**.

All applicants will receive an acknowledgement of their application and will be advised of the outcome of the shortlisting process.

1. **Personal Details**

|  |  |  |
| --- | --- | --- |
| Title: | Last Name: | First Name(s): |
|  |  |  |

|  |  |
| --- | --- |
| Address: | Contact Details: |
|  | Home:  Work:  Mobile:  Email: |

|  |  |
| --- | --- |
| NI Number: | DfES No: |
|  |  |

1. **Qualifications**

Please give details of your further and higher qualifications, specifying your degree, qualified teacher status and any higher qualifications, including the NPQH.

|  |  |  |
| --- | --- | --- |
| Date | Institution | Grade |
|  |  |  |

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1. **Current Employment**

|  |  |  |
| --- | --- | --- |
| Job Title: | Employer’s Name, Address and Tel No: | Date Commenced: |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Pay Level (UPR or Leadership Spine Point | Other Pay: | Notice Period: |
|  |  |  |

|  |
| --- |
| Outline of Duties and Responsibilities: |
|  |

1. **Previous Employment**

Please list all of your previous jobs, including any with your present employer. Start with the most recent. References may be sought from your previous employers.

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|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Employer’s Name & Address  Brief outline of duties and reason for leaving | Start Date: | Leaving Date: |
|  |  |  |  |

1. **Breaks in Employment History Since Leaving School**

This should include all reasons, such as voluntary work, unemployment, domestic reasons, prison, custody etc.

|  |  |  |
| --- | --- | --- |
| From: | To: | Reason |
|  |  |  |

1. **Membership of Professional Bodies**

Please state whether by election, exemption or examination

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Professional Body | Membership No: | Grade/Level |
|  |  |  |  |

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1. **Further Details**

Please provide evidence of how your experience, skills and abilities are relevant to the requirements of the post as set out in the person specification. In doing so, please provide two example which demonstrate both the actions you took and the impact of those actions. You should use no more than 200 words in each section.

|  |
| --- |
| Experience: |
|  |
| Personal Qualities and Attributes: |
|  |
| Shaping the Future: |
|  |
| Leading, Learning and Teaching |
|  |
| Developing Self and Working with Others: |
|  |

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|  |
| --- |
| Promoting Accountability |
|  |
| Managing the Organisation |
|  |
| Financial Capability: |
|  |
| Strengthening the Community: |
|  |
| Safeguarding Children: |
|  |

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1. **Disciplinary Matters**

Have you been subject to any disciplinary investigation or action including suspension from duty during your periods of employment with any employer? Please include any investigations or actions taken by your professional body. Both spent and unspent matters needs to be disclosed: Yes/No

|  |
| --- |
| Disciplinary Details: |
|  |

1. **Absence**

How many periods of absence have you had through ill-health in your last 2 years of employment?

|  |
| --- |
| Absence Details: |
|  |

1. **References**

* Please give details of two referees whom we may ask about your suitability for the job.
* Please give referee details from two employers, the first of which must be your current employer.
* You should not name a relative as a referee.
* References will usually only be taken up if you are selected for interview.
* Any offers of appointment will not be confirmed until we have received a satisfactory reference from your present or most recent employer.

|  |  |
| --- | --- |
| Reference 1: | Reference 2: |
| Name:  Address:  Tel No:  Email:  Occupation:  Working relationship with Candidate: | Name:  Address:  Tel No:  Email:  Occupation  Working relationship with Candidate: |

May we contact these referees without asking you? YES/NO

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**15. Your Signature**

I certify that, to the best of my knowledge, the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation.

Signature of Applicant: Date:

**16. Equal Opportunities Policy**

Please refer to our website, under the job vacancy section.

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