

TEACHING APPLICATION FORM

Completing Your Application Form

- a) The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential.
- b) Ensure that you have completed the top section of the application form stating the job you are applying for, closing date and reference number if applicable
- c) You may find enclosed with the application form the Job Description and the Person Specification. Please make reference to these in your application.
- d) You must complete ALL sections of the application form as clearly as possible in black ink or type. The application can be hand-written or typed. CV's can only be accepted as additional information
- e) You can use additional sheets of paper as necessary and make sure they are securely attached to your application form
- f) Applicants must complete the reference section of the form and unless otherwise indicated references will be taken up before the interview. Your completed form must be returned before the closing date - applications received after the closing date will not usually be considered
- g) If you have any queries about completing your application form, please telephone the contact person identified in the advert
- h) The Declaration must be signed. If you submit this form electronically you will be required to provide a signed copy of your completed application before any employment decision can be confirmed.

NOTES FOR GUIDANCE

References

- a) All referees should be professional rather than personal ones. The Academy may contact other previous employers for a reference with your consent.
- b) Your most recent employer should be given as a referee.
- c) If you have not previously held a teaching post, the name and address of the principal of your institution should be given as the first referee. Heads of department and other persons may be given as a second referee.
- d) If you do not wish confidential references to be sought, it is essential that you state this and the reasons why, when returning this form.

General

- a) The canvassing of any governor or member of the Academy, directly or indirectly, for any post in the Academy's service will disqualify the applicant from the appointment.
- b) Please return this form to the address and person specified in the vacancy advertisement.
- c) In the interest of the economy, it is not the Academy's policy to notify candidates who have been unsuccessful. Nevertheless, the Academy is appreciative of your interest in this appointment.