



Southend Teacher Training Partnership Ltd

*Accredited by the TDA as an Approved Training Provider
An Equal Opportunity Organisation*

Graduate Teacher Programme/ Overseas Trained Teacher Programme Application Form

Ref No _____

Received _____

Please read the enclosed guidance notes and complete all parts in black / dark blue ink or word-process

Primary <input type="checkbox"/>	Age Ranges / Key Stages:	Name of Employing School:
Secondary <input type="checkbox"/>	Subject:	Ideal Start Date:

SECTION A – PERSONAL DETAILS

Title:	First Names:	Surname:
Address:		All previous names:
		Date of Birth:
		Mobile No:
		Home/Alternative No:
National Insurance No:	Email:	

SECTION B – TO BE COMPLETED BY THE SCHOOL

All candidates must meet the Training & Development Agency for Schools (TDA) requirements for Initial Teacher Training. Please see www.tda.gov.uk/partners/ittstandards/guidance_08

Name and address of supporting school, phone number and contact name. This application must include a letter of support from the school (<i>confirming employment as an unqualified teacher for the duration of the programme if successful</i>)	School Address:		
	Tel No:		
Maths and English Language GCSEs (grades A*-C) or equivalent qualification certificates seen Primary only: Maths, English Language & Science GCSEs (grades equivalent qualification certificates seen)	YES	NO	
Bachelors degree (minimum 300 C.A.T. points) or equivalent qualification certificate at least 50% of degree to be in subject offered for Secondary seen	YES	NO	
Any overseas qualifications have been NARIC checked to confirm UK equivalence (NARIC letters must be sent with this application) <i>NARIC website: www.naric.co.uk</i>	YES	NO	
Candidate is able to communicate effectively in Standard English	YES	NO	
Has the candidate failed or been withdrawn from a previous ITT programme? (GTP/OTTP/RTP/PGCE) If YES a letter from the previous ITT provider must accompany this application stating the reasons for failure or withdrawal.	YES	NO	
CRB check has been completed	YES	NO	Awaiting results
Medical check has been completed	YES	NO	Awaiting results
School-based recruitment task completed (copies available from STTP) result will contribute 30% to overall interview score	YES	NO	30% penalty applied
References have been taken up	YES	NO	
Name & Role of School Representative:	Signed:		Date:

SECTION C – CURRENT OR MOST RECENT EMPLOYMENT

Name and Address of Current or most recent Employer:	Current Job Title:
	Date Appointed:
	Current Salary:
	Leaving Date:
Duties and Responsibilities:	
Reason for Leaving (or seeking to leave):	

SECTION D – PREVIOUS EMPLOYMENT *Detail most recent employment first and continue on a separate sheet if necessary*

Name and Address of Employer:	
Job Title:	
Duties and Responsibilities:	
Reason for Leaving:	
Date Employed From DD/MM/YY:	To DD/MM/YY:
Name and Address of Employer:	
Job Title:	
Duties and Responsibilities:	
Reason for Leaving:	
Date Employed From DD/MM/YY:	To DD/MM/YY:

SECTION E – OTHER EXPERIENCE RELEVANT TO TEACHING

Please give details in chronological order of any work experience / activities which you consider relevant to teaching e.g. commercial experience, raising a family, youth work, voluntary work.

From – To DD/MM/YY	Details of Employer / Work place	Details of Work / Activity

SECTION E – PREVIOUS TEACHING EXPERIENCE (if applicable)

Please give details of any previous employment as a teacher either in a qualified or unqualified capacity, in the UK or any other country. All other employment or relevant work experience should be outlined in section C.

Country						
Type of Educational Institution (please tick)	Primary	Secondary	Special	Further Education	Higher Education	Other (please state)
Name of Institution						
Job Title						
Duties and Responsibilities						
Age Range of Pupils Taught	From:	Years Old	To:	Years Old		
Subject/s Taught to Public Examination Level						
Other subjects taught						
Date Employed From DD/MM/YY:	To DD/MM/YY:					

SECTION E – OVERSEAS TEACHING QUALIFICATION (if applicable)

If you are applying for the Overseas Trained Teacher Programme, please give details of your teaching qualification below. You must include copies of any certificates and a NARIC letter verifying the UK equivalence of your teaching qualification with this application form. **Candidates who trained to teach in South Africa, Australia, New Zealand, Canada or the USA, will also need to provide their registration/licence to teach documentation.**

Institution of Study				
Country of Study				
Title of Course				
Main Subject				
Other Subjects				
Qualification Obtained				
Date Obtained MM/YY				
Age range of pupils you are qualified to teach	From:	Years Old	To:	Years Old

Please reproduce this page if you require space for more information.

SECTION F – SECONDARY EDUCATION: GCSEs or equivalent qualifications

Candidates must have grades A*-C or equivalent in Maths, English Language (and Science for Primary candidates). NARIC letters of equivalence and copies of certificates are required to be submitted with this application for qualifications gained overseas. Please include any other relevant vocational qualifications or experience in your supporting statement.

Subject	Qualification & Awarding Body (UK Exam Board or Overseas Institution)	Grade	Date Awarded MM/YY
English Language			
Mathematics			
Science			

SECTION G – FURTHER EDUCATION: A Levels or equivalent qualifications

Subject	Qualification & Awarding Body (UK Exam Board or Overseas Institution)	Grade	Date Awarded MM/YY

SECTION H – HIGHER EDUCATION: degree or equivalent qualification

UK degrees must comprise a minimum of 300 CAT points. At least 50% of your degree must be in the subject you wish to teach if you are applying for a place at a Secondary school. NARIC letters of equivalence and copies of certificates are required to be submitted with this application for qualifications gained overseas.

Institution of Study						
Degree Awarding Body (if different)						
Country of Study						
Title of Course						
Main Subject		Percentage of course:		%		
Subsidiary Subject/s		Percentage/s of course:		%		
Qualification Obtained						
Degree Class (please tick) (DO NOT include predicted grade)	First Class	Upper Second	Lower Second	Third	Pass	Ordinary
Date Awarded MM/YY						

SECTION I – SUPPORTING STATEMENT

As part of the selection process, you are asked to attach a supporting statement (to be no longer than two sides of A4); with reference to the Professional Standards for Qualified Teacher Status: www.tda.gov.uk/partners/ittstandards/guidance_08 please identify how your personal attributes, knowledge, understanding and skills evidence your potential to be a teacher.

Please write number of pages enclosed

SECTION J – SCHOOL-BASED RECRUITMENT TASK

Schools are asked to host a school based recruitment task to aid the selection of candidates they wish to put forward for the GTP. Please note that the result of this recruitment task will contribute 30% to your overall STTP interview score. If results of the school-based task are not included with your application, you will only be able to score a maximum of 70% at STTP interview, which may influence the likelihood of being offered a place on the programme. By submitting your application, you are confirming your agreement to this.

Please write number of pages enclosed

SECTION K – OTHER INFORMATION

Please state how many days within the last two years, that you have been absent from work or incapacitated due to sickness / injury:

Please give further details of any absence over 5 days:

The information stated in this application, together with any accompanying papers is, to the best of my knowledge, correct. I understand that a false entry may lead to either an offer of employment being withdrawn or disciplinary action being taken, which could result in dismissal.

Signed..... Date.....

Please return completed form in hard copy by post to: Southend Teacher Training Partnership Ltd
Business Hub, 4th Floor
University of Essex
Elmer Approach
Southend-On-Sea
Essex
SS1 1LW



Data Protection Act 1998. Southend Teacher Training Ltd will protect your privacy and only use your information for lawful purposes. The information you provide will be shared with other organisations for the purpose of administration, funding, careers and other statistical and research purposes. This includes the Training and Development Agency for Schools (TDA) and local authorities such as Southend Borough Council and Essex County Council. The TDA is an executive non-departmental public body of the Department for Children, Schools and Families (DCSF) and works closely with the Department for Innovation, Universities and Skills (DIUS). The TDA and Local Authorities are registered under the Data Protection Act 1998.

Please tick here if you do NOT give permission for the TDA to contact you

Southend Teacher Training Partnership Ltd

Disability Discrimination Act (1995)

Under the Disability Discrimination Act 1995, a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.

- A substantial adverse effect is something which is more than a minor or trivial effect.
- A long term effect of an impairment is one:
 - Which has lasted at least 12 months; or
 - Where the total period for which it lasts is likely to be at least 12 months; or
 - Which is likely to last for the rest of the life of the person affected.
- Those registered disabled under the Disabled Persons (Employment) Act 1944 both on 12 January 1995 and 2 December 1996 will be treated as being disabled under the Disability Discrimination Act 1995 for three years from that date.
- Those specifically excluded from the act include;
 - Addiction or dependency on alcohol, nicotine or any other substance (other than as a result of the substance being medically prescribed).
 - Seasonal allergic rhinitis (e.g. Hayfever), except where it aggravates the effect of another condition.
 - A visual impairment which is or can be corrected by wearing contact lenses or glasses.

How we will use the information you give us

The information you give us will be held securely in paper and electronic form. We will use it to monitor our recruitment and ensure that all arrangements comply with equal opportunities requirements.

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Equal Opportunities Monitoring Form



The Southend Teacher Training Programme Ltd (STTP) actively promotes equal opportunities in employment and will challenge all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, those with HIV status, ethnic or national origin, gender, marital status, sexuality, age, disability, trade union membership and religious belief.

To monitor the effectiveness of our Equal Opportunities Policy you are asked to complete this questionnaire as part of our selection process. Further guidance is provided in the guidance notes overleaf.

Name _____ D.O.B _____

Prog _____ Gender _____
GTP/ OTTP

Signature _____ Date _____

To which of these groups do you consider you belong? (NB Please tick one box only)

(a) **White**

- British
- Irish
- Any other White Background

(c) **Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
Please specify

(e) **Other ethnic group**

- Chinese
- Any other ethnic group

(b) **Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background
Please specify

(d) **Black or Black British**

- Caribbean
- African
- Any other Black background
Please specify

Do you describe yourself as having a disability in accordance with the Disability Discrimination Act?

Yes No If yes, please give details of your disability _____

Do we need to make any special arrangements for you at interview?

Yes No If yes, please contact us to discuss your requirements

How did you become aware of this programme? _____