

## General Information

- ❑ Please complete your application form using type or **BLACK** or **DARK BLUE** ink.
- ❑ The application form must be completed in full. If any section does not apply to you, please write N/A in the space provided.
- ❑ Curriculum Vitae (C.V.) can be enclosed as a supporting document, but not as a replacement for any part of the application form. Therefore, you should read and complete each section of the form. You may wish to consider doing a rough draft before completing it.
- ❑ The application form is your opportunity to show us that we should interview you. It is important that you provide information that is relevant to the Graduate Teacher Programme (GTP) or Overseas Trained Teacher Programme (OTTP).
- ❑ You may include information about voluntary activities and/or employment that is relevant to the GTP or OTTP and a future teaching career.
- ❑ If there is insufficient space in any section of the application form, you may continue on a separate sheet(s) if necessary.
- ❑ Applicants will be shortlisted on the basis of the information they provide via their written application form, and supporting documents.
- ❑ In order to ensure fairness, selection will be made in all cases on the basis of suitability for the GTP or OTTP, and the extent to which applicants meet the criteria for the programme.
- ❑ Applicants who are shortlisted will be invited to a STTP Selection Event. Those who are successful from the Selection Event will then progress to a final interview.
- ❑ Please indicate if you are applying for a placement in a Primary or Secondary school.
  
- ❑ **SECTION A – Personal Details**  
Please complete the personal details section in full, including your National Insurance number. If any box is not applicable, (e.g. email address) write N/A in the appropriate box.
- ❑ **SECTION B – Meeting the criteria**  
This section must be completed by the school - candidates **must have** a school in place to be eligible for the programme. Your application cannot be considered without a supporting school. Schools have been asked to host a school based recruitment task to aid the selection of candidates they wish to put forward for the GTP or OTTP. Please note that the result of this recruitment task will contribute 30% to your overall STTP interview score, therefore this document must be included with your application form.
- ❑ **SECTION C – Current or most recent employment**  
Please provide details of the duties and responsibilities held, particularly those that you consider most relevant to the GTP or OTTP and teaching.
- ❑ **SECTION D – Previous Employment**  
This section must be completed in date order, beginning with the most recent first.
- ❑ **SECTION E – Other experience relevant to teaching**
  - ❑ In chronological order, please give details of any work experience or activities, which you feel is relevant to the programme and teaching e.g. commercial experience, youth work.
  - ❑ If you have any previous teaching experience either in the UK or Overseas, please detail it here.
  - ❑ Overseas Trained Teachers should list their teaching qualification/s in this section – please note all overseas qualifications must be NARIC checked. Applicants must include copies of their certificates and NARIC letters with their application.
- ❑ **SECTION F – Secondary Education**  
This section requires you to give details of your GCSEs. Please note it is essential that you have at least a C grade GCSE or equivalent in Maths and English Language (and Science for Primary candidates). Overseas equivalent qualifications must be NARIC checked – applicants should include copies of certificates and NARIC letters with their application.
- ❑ **SECTION G – Further Education**  
Please list any further education qualifications or equivalent you may have where relevant e.g. A levels.
- ❑ **SECTION H – Higher Education**  
Please give details of your degree or equivalent qualification. Your degree must comprise a minimum of 300 Cumulative Achievement Transfer (CAT) points with at least 60 points at level 3 (NQF level 6). If you are applying for a Secondary place, at least 50% of your degree must be in the subject you wish to teach – please refer to your degree transcript to check. Please note: you will be asked for evidence of this at the Selection Event. Overseas equivalent qualifications must be NARIC checked – applicants should include copies of certificates and NARIC letters with their application.

□ **SECTION I – Your 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: [http://www.tda.gov.uk/partners/ittstandards/guidance\\_08](http://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.

□ **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.

□ **SECTION K – Other information**

Please state the number of days sick taken within the last two years.

Please check all sections of the application form are complete before you sign the declaration and return your completed form with attached supporting statement to the STTP office.

Make sure you have included:

- ✓ Results of the school based recruitment task from your school
- ✓ Copies of certificates and NARIC checks for overseas qualifications if applicable