



## The Graduate Teacher Programme Application Form for 2010

Revised December 2009

**You should complete all sections of this form AND the self-audit.  
Please refer to the instructions for completing an application.**

**The information on this form will be stored on a database for up to three years and is subject to the Data Protection Act. Officers and staff of the Kirklees Partnership for Employment-based Teacher Training will have access to the database. Information on all applicants will be passed electronically to the TDA and GTC and may be made available to OFSTED to enable quality inspections of the GTP. All parties will use anonymised data for statistical analysis.**

### A1 Personal Details

The information that is provided in this section is essential to establishing the applicant's eligibility for the programme. Please provide details of ethnic group and any disability so that the Kirklees Partnership and TDA can monitor equal opportunities. Please ensure that this section is completed fully and accurately.

<b>Title</b>	<b>Dr</b>	<b>Mr</b>	<b>Mrs</b>	<b>Miss</b>	<b>Ms</b>		<b>Other</b>				
<b>Forenames</b>				<b>Surname</b>				<b>Former surname</b>			
<b>Address</b>								<b>Postcode</b>			
<b>Email</b>											
<b>Telephone</b>					<b>Mobile</b>						
<b>Date of birth</b>								<b>Current age</b>	years	months	
<b>National Insurance No.</b>									<b>Gender</b>	Male	Female

<b>Disability</b> If you have a disability, special needs (including dyslexia) or a medical condition it would be helpful to let us know here or at interview. If this does not apply please indicate as 'None'	
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#### Ethnic group

White British	Other Black background	Mixed, White and Black African	
White Irish	Asian or Asian British, Indian	Mixed, White and Asian	
White Scottish	Asian or Asian British, Pakistani	Other mixed background	
Irish traveller	Asian or Asian British, Bangladeshi	Other ethnic background	
Other White background	Chinese or other ethnic background, Chinese	Not known	
Black or Black British, Caribbean	Other Asian background	Information refused	
Black or Black British, African	Mixed, White & Black Caribbean		

<b>Phase</b> <i>(please delete as appropriate)</i>	Primary / Secondary			
<b>Key stages</b> <i>(please delete as appropriate)</i>	FS/ KS1	KS1 / KS2	KS3 / KS4	KS4 / KS5
<b>Subject (if Secondary)</b>				
<b>Proposed school: if you have already approached a</b>				



<b>potential employing school</b>	
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## A2.3 Higher Education

GTP applicants must have a UK Bachelor's degree or equivalent qualification. This must comprise 300 HE credit points of which 60 must be at level 6 of the NQF (HE Level 3). If you are unsure about the number of points in your degree, please contact your awarding HEI. If you are waiting for degree results, please ask the higher education institution to confirm in writing that a degree will be awarded and if possible to indicate the classification.

The original certificate of your Degree award will be required at interview.

<b>Institution of study</b>	
<b>Degree-awarding body (if different)</b>	
<b>Country of study</b>	
<b>Title of course</b>	
<b>Main subject</b>	Percentage of course: %
<b>Subsidiary subjects</b>	Percentage of course: %
	Percentage of course: %
	Percentage of course: %
	Percentage of course: %

If a degree transcript has been issued you may attach a copy with this application.

<b>Qualification obtained</b>		<b>Degree class</b>	
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	m m y y		m m y y		m m y y
<b>Date of study from</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<b>to</b>		<b>Date of Award</b>	

For qualifications other than a UK degree, you must give evidence that the qualification is equivalent. Verification from NARIC is required. Please attach a copy of a NARIC supporting statement.

Other Higher Education qualifications: please give details

### **A3 Previous QTS Assessment**

The Kirklees Partnership for ETT will not accept applicants who have previously failed QTS assessment or withdrawn from a QTS programme unless there are exceptional circumstances. The Kirklees Partnership for ETT will seek a written explanation from the previous training provider to establish reasons for withdrawal. The Kirklees Partnership for ETT will require convincing evidence that the applicant is now more likely to succeed.

If it is subsequently found that an applicant has failed or withdrawn from a QTS programme, failure to declare that here may lead to any offer of a place being withdrawn.

<b>Have you failed or withdrawn from a QTS course?</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>If yes, give the name of the previous course and provider and the date of assessment or withdrawal.</b>		
<b>Has the previous provider given a written explanation? (attach this to your application)</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>Why do you think you are now more likely to succeed?</b>		

### **A4 Current Applications for Initial Teacher Training**

Please list all other applications you have made for initial teacher training courses, indicating any offers you are holding at present

<b>Provider or Institution</b>	<b>Course title</b>	<b>Offer received</b>	<b>Offer accepted</b>
		<b>[Please tick as appropriate]</b>	

## B1 Experience in Schools

Please give details of experience and employment in schools.

<b>School/college:</b>					
<b>Please circle</b>	Primary	Secondary	Middle	Special	Other
<b>Local authority:</b>			<b>Post held:</b>		
<b>Dates of service</b>		<b>If part-time, give percentage of time employed</b>		<b>%</b>	
<b>From</b>	<b>to</b>				
<b>Age range of pupils</b>			<b>Responsible for whole class</b> YES [ ] NO [ ]		
<b>Subjects or Specialism</b>					
<b>Brief outline of responsibilities</b>					

<b>School/college:</b>					
<b>Please circle</b>	Primary	Secondary	Middle	Special	Other
<b>Local authority:</b>			<b>Post held:</b>		
<b>Dates of service</b>		<b>If part-time, give percentage of time employed</b>		<b>%</b>	
<b>From</b>	<b>to</b>				
<b>Age range of pupils</b>			<b>Responsible for whole class</b> YES [ ] NO [ ]		
<b>Subjects or Specialism</b>					
<b>Brief outline of responsibilities</b>					

Please add additional pages as necessary

## B2 Other Relevant Experience

Please give details of other relevant work experience (paid or voluntary) to show your potential to teach and what you could bring to the profession. Examples of work might include:

- work in non-educational settings (youth or community work etc), with adults, young people or children;
- occupations or activities that have required the use of the appropriate subject knowledge;
- occupations or activities (training etc.) that have contributed to the educational or personal development of adults, young people or children.
- occupations or activities that show you rise to challenges / you are an achiever / learner.

Please complete the table below with details of your experience of working with children and young people.

<b>Previous posts or activities (please attach a separate sheet if necessary)</b>	<b>Paid or voluntary</b>	<b>Full or part time (%)</b>	<b>Give dates from and to</b>

## B3 For candidates who have already identified a potential employing school

<b>Name of school</b>		
<b>LA</b>		
<b>Contact at school</b>		
<b>Contact phone numbers</b>		
<b>Your current/recent role at school</b>		
<b>Over what period</b>	<b>From</b>	<b>To</b>

## **B4 Potential to Teach**

Please tell us why you want to join the teaching profession and why the Kirklees Partnership for ETT should select you for the GTP. Please do not write more than 500 words.

## C1 Referees

Please give the names of two people who can provide references. (Do not include relatives unless your current or previous employer is a relative). The first referee should, if possible, be someone with experience of your professional skills. It is helpful, but not essential, if the second is also a person able to comment on your teaching potential. Please state in what capacity each referee is acting, e.g. head teacher, friend, etc.

1st Referee		2nd referee	
Name		Name	
Address		Address	
Post Code		Post Code	
Post		Post	
Capacity in which you are known to referee		Capacity in which you are known to referee	

## D1 Applicant's Declaration

a) The information about my qualifications and experience in this application is true.

b) I agree that the information in this application may be stored in a database for use by the Training and Development Agency for Schools (TDA) to enable them to hold details for trainee registration on the Graduate Teacher Programme.

c) I agree that the information in this application and any agreed training plan may be stored and placed on a database and made available to partners within the Kirklees Partnership for ETT as appropriate to enable them to assess me against the Standards for the Award of QTS.

d) I agree that the information in this application and any agreed training plan may be made available to Ofsted to enable them to carry out their quality assurance role in teacher training.

e) I agree that my contact details may be passed to the GTC to facilitate communication with me and as required by GTC regulations.

f) I do not already have Qualified Teacher Status.

Name (print)

Signed

Address

Date

## D2 Criminal Records Bureau Check Declaration

The Kirklees Partnership for ETT use standards Kirklees Council documents for these declarations. These declarations have been agreed with Calderdale Council Personnel.

Kirklees Council takes its duty of care to the people who receive services from us very seriously.

To ensure all reasonable care is taken, references will always be taken from your current employer and we reserve the right to take up references from any previous employers, or places where you have carried out voluntary work.

It is important, therefore, that you give exact names and current addresses of previous employers/voluntary work areas. Please also advise us of any change to your name relevant to previous employment, i.e. known by your maiden name. Failure to provide this information may result in any offer of appointment being delayed.

You may also be offered the job subject to Criminal Records Bureau and other checks. **However, you may not be able to commence employment until these checks have been received.**

This intensive procedure can take some time. We are certain you will appreciate the reasons why such stringent checks are made, and ask you to bear with us whilst they are completed.

**I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children and / or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Independent Safeguarding Authority. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.**

Please sign below

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_

## D2 Independent Safeguarding Authority (ISA) Declaration

This scheme was introduced under the Safeguarding Vulnerable Groups Act 2006. From 12<sup>th</sup> October 2009, The Independent Safeguarding Authority (ISA) will be launched. The ISA register will replace the existing Protection lists for Children and Adults & List 99.

**Please note that should you be successful, you will be required to confirm that you are not barred from working with Children and/or Vulnerable Adults and you will required to be registered with the ISA.**

## D3 Criminal Convictions Declaration

### REHABILITATION OF OFFENDERS ACT (EXEMPTIONS) ORDER 1975

**NOTE:** The Rehabilitation of Offenders Act 1974 provides that certain criminal convictions become 'spent' after the passage of time, that is the law will treat them for most purposes as if they had never happened and it is not necessary to disclose them on Application Forms. However, the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 contains certain classes of employment where a person can be asked to disclose spent convictions. The job for which you are now applying falls within that order and you are therefore required to detail below previous convictions, cautions or bind-overs, whether or not they are spent.

For jobs that are subject to a disclosure, please note that a criminal record will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of the offence.

Failure to disclose information concerning previous convictions, cautions or bind-overs may lead to dismissal or disciplinary action by the authority. Any information given will be treated in the strictest confidence and will be considered only in relation to an application for jobs which the order applies.

Please give details of all offences of which you have ever been convicted. If you have none, please write in the box below 'no convictions, cautions or bind-overs'.

Date	Details of Convictions, Cautions or Bind-overs	Penalty

Are there any matters pending? Yes  No

If 'Yes' please give details	
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I declare that the particulars given are correct and I have not withheld any facts which might unfavourable affect my application. I am aware that to withhold or falsify information could result in dismissal or disciplinary action.

Last name:	
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First name:	
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Sign or type name:		Date:
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N.B. If you fail to complete this section of the application form you may not be shortlisted or invited to attend an interview.

**We will treat all information provided on this form in the strictest confidence - you may provide additional information in writing and in confidence or indicate that you wish discuss in more detail if invited for interview.**