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Please complete in black ink

Teachers Job Application

Closing Date: 9am – Monday 6th October 2025

Job Title: **Catering Lead**

Service/Location: **Education**

Return address:
Allesley Hall Primary School
Winsford Avenue
Coventry CV5 9NG
or
admin@allesleyhall.coventry.sch.uk

Please note all jobs are open to job share unless otherwise stated

Personal Details – Please complete this section in capital letters

Last name:..... Title:.....First Name(s).....

Any previous names:

Address:.....

Post Code:.....

Home Telephone Number:.....Mobile Telephone Number:.....

Other Contact Number:.....

E-mail Address.....

DCSF/GTC No:

Current Employment Status

Employed
☐

Unemployed
☐

Redeployee
☐

Are you eligible to work in the UK? YES/NO
 Do you require a work permit? YES/NO

National Insurance Number:

First Reference (Current or last employer):

Name and address:

Telephone No:

E-mail Address:

In what capacity do they know you?

If you are known by another name please state:

Can we take up references without contacting you beforehand? YES/NO

Second Reference:

Name and address:

Telephone No:

E-mail Address:

In what capacity do they know you?

If you are known by another name please state:

Can we take up references without contacting you beforehand? YES/NO

If your current or last employer is not from a teaching post or a post where you have worked with children, your second reference will need to be a contact from your last appointment/placement in that environment.

Please list any dates you are unavailable for interview:

Continuous Local Government service dates(if applicable).



...We're behind you all the way

Current or Last Occupation Name and address of current/last employer:	Job Title: Date Appointed: Notice Required: Present or last Salary:
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Please list all previous positions, including any voluntary work, explaining any gaps in employment.

Date from	Date to	Employer/Organisation	Post Held, (Key Stage/Subject)	Salary/Grade	Reason for Leaving

Please state if you are a member of a particular institute or registered body relevant to the post applied for.

Educational/Training and Academic qualifications (only if relevant to the requirements on the Person Specification).
 Please note that you will be required to bring original documents as proof of qualifications if selected for interview.

Level	School/College/University	Subject/Course Title	Result

Further Education

Name of College or University	From	To	Degree (subject, class & division)	Date
Teaching Qualification (Certificate/Diploma/GTP/RTP) – Particulars of subjects studied				Type and date of award
Other Qualifications – Particulars of Course(s) and Award(s)				Date of Award
Additional Professional Qualifications and Membership of Professional Associations				Dates awarded
Details of other relevant courses attended during the past 3 years				Dates

Personal Statement

Please give a personal statement in support of your application, with clear demonstration of how you meet the criteria on the person specification. You can use experience/knowledge/skills and abilities gained through paid, unpaid or voluntary work etc to demonstrate how you meet the criteria.

Please continue on a separate sheet if necessary

Working Time Directive - Are you intending to hold additional jobs? YES/NO

If yes, please state the number of hours you will be working in other jobs in this box

This information is required to ensure we comply with the Working Time Regulations.

Are you related to any senior officer of this Authority or any member of the Governing Body or staff of the school? If so, give name, position and relationship.

NB: A candidate who knowingly fails to disclose such a relationship will be disqualified from appointment.

Rehabilitation of Offenders and Criminal Records Disclosure – Successful applicants for posts that are exempted from the provisions of the Rehabilitation of Offenders Act 1974 will require a criminal record disclosure and a check of the DCSF List 99 (a list of people who are banned from working with children). Criminal records will be taken into account only when a conviction is relevant to the post you are applying for.

Disability – The City Council welcomes applications from disabled people. This means that the City Council is committed to interviewing all applicants with a disability who meet the minimum criteria for a job vacancy and to consider them on their abilities.

Do you consider yourself to have a disability that you would like us to be aware of at this stage of the application process? YES/NO

If **YES**, would you welcome the opportunity to discuss any reasonable adjustments you require either during the recruitment process or to enable you to do the job? YES/NO

PLEASE READ CAREFULLY - Data Protection Act 1988 - The personal data that you provide will be used in connection with your application for vacancies at the Council. Your information will be shared with the Recruitment Panel and will be used for research, analysis and statistical purposes and it may also be used to meet our statutory obligations under the Disability Discrimination Act 1995. Unsuccessful candidates application forms will be destroyed after 6 months.

Signature – I certify that to the best of my knowledge, the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to checking. I have not canvassed an Elected Member/employee of the City Council, either directly or indirectly in connection with this application and I will not do so.

Signature:

Date:

Please note: If you return this form by e-mail, your signature confirming the above will be requested if you are invited to attend an interview. If you are printing this form out and returning it by post, please sign in black ink before returning it.

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