

# Personal Details

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| --- | --- | --- | --- |
| **Title:** |  | **Surname:** |  |
| **Forename:** |  | **Previous Surname:** |  |
| **Any Middle Names:** |  | **Date You Changed Surname:** |  |
| **Date of Birth:** |  | **NI Number:** |  |
| **Mobile Number:** |  | **Home Telephone No:** |  |
| **Email:** |  | **Nationality:** |  |
| **Address:** |  | **Date You Moved Into This Address:** |  |
| **Full Driving Licence:** | **Yes/No** | **Own Transport:** | **Yes/No** |
| **Sat Nav:** | **Yes/No** | **How Far Are You Willing To Travel:** | **Miles:****Hours:** |
| **Next Of Kin:** |  | **Their Relationship To You:** |  |
| **Their Telephone Number:** |  |  |  |

**Work Specifics**

|  |  |
| --- | --- |
|  **Date Available From:** |  |
| **Full Time/Part Time:** |  |
| **Type of Work (Teacher Cover Supervisor, TA, LSA….):** |  |
| **Preferred Age Range (please circle):** | **EYFS / KS1 / KS2 / KS3 / KS4 / KS5** |
|  **KS3/4 Specialist Subject 1:** **KS3/4 Specialist Subject 2:** |  |

**Qualifications**

|  |  |
| --- | --- |
| **Main Teaching Qualification (please circle):** | **PGCE with QTS****Bed****Cert Ed****BA with QTS****BSC with QTS****QTLS****Overseas Trained Teacher****EU Trained Teacher with UK QTS****Other (please specify)** |
| **Age Range Qualified To Teach (please circle):** | **EYFS-KS1 / Primary / Secondary / FE** |
| **Highest Other Qualification (degree etc):** |  |
| **Training College/University:** |  |
| **Date Completed:** |  |
| **Teacher Reference Number (TRN)****(previously known as GTC or DfE number):** |  |
| **Induction Year (NQT) Completed** **(please circle):** | **Fully Completed****One Term Completed****Two Terms Completed** |
| **Institute For Learning Number (IFL)****(for those with QTLS only):** |  |
| **Teachers Pay Scale?** | **MPS:****or****UPS:** |
|  |  |

**Please Note:**

1. Registration with The Teaching Agency: This is automatic and only relevant for holders of QTS. Think Teachers will perform a check with NCTL to verify and check for sanctions.
2. If you hold QTLS, you must be registered with the Institute for Learning. All Teachers (with QTLS) registered with Think Teachers must have registration with the Institute for Learning to be eligible for teaching work.

**Teaching Assistant Qualification**

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| --- | --- |
| **Qualification:** |  |
| **Age Range Trained In:** |  |
| **Specialist Subjects/Areas:** |  |
| **Training/College Provider:** |  |
| **Date Completed:** |  |

# Education History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Institution** | **Date started** | **Date completed** | **Course** | **Result** |
| **Secondary School** |  |  |  |  |
| **College** |  |  |  |  |
| **University**  |  |  |  |  |
| **University** |  |  |  |  |

# Employment History

## Have you ever been subject to disciplinary action as an employee? Yes/No (please specify)

## Have you ever been dismissed or suspended from employment? Yes/No (please specify)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Place of Employment** | **Date started** | **Date finished** | **Job Title & Responsibilities** | **Reason For Leaving** |
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**Umbrella Company (You must work with an umbrella company so that we can pay you)**

If you don’t currently work with an umbrella company we will suggest one for you.

|  |  |
| --- | --- |
| **Name of Umbrella Company:** |  |
| **Telephone Number:** |  |
| **Email Address:** |  |

# Address History

**Please provide your address history for the last five years including dates:**

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| --- | --- |
| **Address:** |  |
|  |  |
| **Dates you lived at this address :** | **From: To:** |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
| **Dates you lived at this address :** | **From: To:** |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
| **Dates you lived at this address :** | **From: To:** |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
| **Dates you lived at this address :** | **From: To:** |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
| **Dates you lived at this address :** | **From: To:** |

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# References

Please provide reference details covering the last 2 years and you must include your current/last employer:

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| --- | --- |
|  **(Referee One) Name:** |  |
| **Positon:** |  |
| **Email Address:** |  |
| **Telephone Number:** |  |
| **School Name:** |  |
| **School Address:** |  |
| **Dates of Employment:** |  |

|  |  |
| --- | --- |
| **(Referee Two) Name:** |  |
| **Positon:** |  |
| **Email Address:** |  |
| **Telephone Number:** |  |
| **School Name:** |  |
| **School Address:** |  |
| **Dates of Employment:** |  |

|  |  |
| --- | --- |
| **(Referee Three) Name:** |  |
| **Positon:** |  |
| **Email Address:** |  |
| **Telephone Number:** |  |
| **School Name:** |  |
| **School Address:** |  |
| **Dates of Employment:** |  |

|  |  |
| --- | --- |
| **(Referee Four) Name:** |  |
| **Positon:** |  |
| **Email Address:** |  |
| **Telephone Number:** |  |
| **School Name:** |  |
| **School Address:** |  |
| **Dates of Employment:** |  |

**Criminal Convictions & Declaration**

Due to the nature of working in schools all Teaching, Cover Supervisor and Teaching Assistant posts are exempt from the Rehabilitation of Offenders Act 1974. To be considered for any of these roles, you must disclose details of any non-protected convictions, cautions, warnings or reprimands you may have. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Any declarations should be provided in writing on a separate sheet providing details of the offence along with the authority and country which dealt with the offence and should be provided separately in an envelope marked ‘Private and Confidential’.

Disclosure of a criminal record or other information will not necessarily restrict you from appointment. Information given will only be taken into account where the offence is relevant to the post applied for. Failure to declare a conviction regardless of offence may result in exclusion from our register if the offence is not declared but later comes to light. Think Teachers must be notified of any convictions, cautions and reprimands or if you are or have been subject to any investigation or prosecution by the police after the enhanced disclosure has taken place.

By signing this, I understand that I will have significant access to children and will therefore be subject to an Enhanced Disclosure and Barring Service check. For applicants already with an original Enhanced Disclosure from the Disclosure & Barring Service, this DBS must be on the DBS Update Service to be valid. On signing this form, you are authorising Think Teachers to complete online status checks on disclosure provided.

For applicants who do not hold a valid Enhanced Disclosure check, Think Teachers will apply for an Enhanced Disclosure on your behalf. This will take place prior to commencing employment with Think Teachers. The cost of the Enhanced Disclosure is £44.80 and payment is required before we can process the application. Please be aware that once the check has been sent to be processed by the DBS no refund will be given.

I confirm that I am not on the ISA barred lists, disqualified from working with children or vulnerable adults, or subject to sanctions by a regulatory body.

I agree to Think Teachers obtaining verification of the information provided and confirm that this information can be shared with schools in order to aid in securing placement. I will inform Think Teachers immediately if there are any changes to the details in this application form.

I declare that the information that I have provided in this application form is true to the best of my knowledge. I understand that by providing Think Teachers with false information or omitting information may result in immediate termination of placement and exclusion from the Think Teachers register. It may also lead to further legal investigation. I have read and understood the Think Teachers Terms of Engagement and when I sign this application form I am also agreeing to the aforementioned Terms of Engagement.

Print Name:

Signature:

Date:

**ABOUT US**

The website at www.thinkteachers.co.uk ("the site") is operated by Think Teachers., a company limited by guarantee which is registered in England with registered address at Springfield House, 97-99 Crossbrook Street, Cheshunt, Hertfordshire, EN8 8JR ("we" or "us").

For the purpose of the Data Protection Act 1998 (“Act”) and the General Data Protection Regulation (GDPR) 2018, the data controller is Greg Oram of Think Teachers.

If you have any questions, comments, requests or suggestions about this privacy policy or the way in which we use your personal information or if any of your personal information changes, please write to us at the above address or email us at info@thinkteachers.co.uk

**THIS POLICY**

Your privacy is very important to you and us. We are committed to protecting your privacy and we shall only use information relating to you in the manner set out in this privacy policy. This policy (together with our terms of use and cookie policy) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Please read the following policy carefully to understand our views and practices regarding your personal data and how we will treat it. We will only keep your information for as long as we are either required to by law, or as is relevant for the purposes for which it was collected. We have in place appropriate technical and security measures to prevent unauthorised or unlawful access to or accidental loss of or destruction or damage to your information. In particular, we store your personal details as encrypted documents on a secure hard drive.

This information will not be disclosed to anyone outside Think Teachers or its associated companies, partners, and other organisations, which may include UK and European Union government departments and bodies. We expect the information we hold to be accurate and up to date. You have the right as an individual to find out what information we hold about you and make changes if necessary; you also have the right, assuming we are not obligated by law to refuse, to ask us to stop using the information. To have your information removed or rectified, please contact greg@thinkteachers.co.uk

The type of information that we will collect on you, and you voluntarily provide to us, will vary depending on whether you are signing up as a school or an individual receiving business, advice and/or training; or a supply teacher working in schools on behalf of Think Teachers.

If you register with us we will generally require additional information. These will usually require us to hold special data such as sex, age, ethnicity, employment status, education (so that Government Agencies can assure themselves that we do not discriminate and for statistical purposes). We will also need to hold documentation on your qualifications and QTS, right to work in the UK, identification, proof of address, proof of National Insurance number, Enhanced disclosure (DBS). If you are a school or individual receiving business, advice or training we will keep notes on conversations, actions we may have suggested to you and other personal details, information and documents that you may have disclosed to us in order that we can help you and provide the service that you have requested.

**THE BASIS FOR PROCESSING YOUR DATA**

 1) Our legitimate interests in providing a service to schools and individuals, for their benefit and for the benefit of the economy as a whole.2) For the performance of a contract when we are supplying services under a contracted programme.

3) For you, our client’s own interest to benefit from our services, and

Consultancy advice that Think Teachers offers

4) For your specific consent, which we request whenever we first provide individual advice. We will not store, process or transfer your data outside the parties detailed above unless we have an appropriate lawful reason to

do so. Unless we are precluded from doing so by law, you have the right to remove your consent at any time depending on the relationship by contacting us and requesting that processing of your details be restricted or deleted. Sometimes we might be required to keep your data for contractual reasons, such as a programme in progress with Think Teachers.

Otherwise we will delete your data as soon as practical, including shredding hard copy data.

**PROTECTION OF PERSONAL INFORMATION**

Think Teachers takes precautions, including administrative, technical, and physical measures, to safeguard your Data against loss, theft, and misuse, as well as against unauthorised access, disclosure, alteration, and destruction. We have implemented reasonable administrative, technical, and physical security controls to protect against the loss, misuse, or alteration of your Data.

**CONSENT**

By using the site, you are accepting and consenting to our use of your information as set out in this Privacy Policy.

**INFORMATION WE COLLECT FROM YOU**

Information you give us. We may collect the following information when you correspond with us by phone, email, or otherwise. It includes information when you fill out forms on our site and when you report a problem with our site. The information you give us may include your name, company name, e-mail address, postal address, telephone number, how you heard about us and the particular details of your enquiry.

We use this information to respond to your enquiry, to send you information about us or the site, and if we have any queries. Information we collect about you.

When you access the site, we automatically collect the following information: technical information including your Internet Protocol address used to connect your computer to the internet, browser type and version, time zone setting, browser plug-in types, operating system and platform information. Information about your visit including the Uniform Resource Locators, clickstream to, through and from our site (including date and time), services you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks and mouse-overs, methods used to browse away from the page and any phone number used to call our telephone numbers.

**COOKIES**

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

**WHERE WE STORE YOUR PERSONAL DATA**

All information you provide to us is stored as encrypted documents on a bespoke, encrypted recruitment database.

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

**YOUR RIGHTS**

You have the right to ask us not to process your personal data for marketing purposes. You can exercise your right to prevent by checking certain boxes on the forms we use to collect your data. You can also exercise the right to unsubscribe & opt-out and/or change your mind at any time and you can let us know by contacting us at info@thinkteachers.co.uk

Our website may, from time to time, contain links to and from the websites of our partner networks, client websites, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

**ACCESS TO INFORMATION**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request on the first occasion will be provided free of charge to you.

**CHANGES TO OUR PRIVACY POLICY**

Any changes we make to our privacy policy in the future will be posted and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

**GDPR Consent:**

I can confirm that I have read the Think Teachers policy contained in these application forms and that I hereby provide consent for Think Teachers to collect and hold my personal data in line with this policy.

Signed:

Print Name:

Date: