**Application Form: Teacher Internship**

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post. Please note that checks may be carried out to verify the contents of your application form.

If you are recommended for the internship, this form, your references and the notes from your interview and observed activity will be shared with Headteachers of the schools in the area(s) of Cambridgeshire you have specified. If you are not recommended, the documents will be kept confidential for six months and then destroyed.

Please note that if you are interviewed and recommended for the teacher internship, this does not guarantee you a placement for September 2018. All placements are dependent on availability in schools. You can help this process by finding your own placement in a school close to where you wish to work.

I understand that recommendation to the teacher internship programme does not guarantee a placement for September 2020 **🞎**

When you are satisfied with your application, please submit it to us for consideration. Email your application to [teachincambridgeshire@gmail.com](mailto:teachincambridgeshire@gmail.com) and write ‘Teacher Internship 2019’ in the subject line.

The **closing date** for applications for the internship is **the last day of the spring half term at 12 noon.**

|  |  |
| --- | --- |
| **In which part(s) of Cambridgeshire would you be interested in working?**  [delete as applicable] | **East Cambs & Fenland**  **Huntingdonshire**  **South Cambs & City** |
| **Phase**  [delete as applicable] | **Primary**  **Secondary** |
| **Subject**  [only applicable to secondary applicants] |  |

**Part 1 INFORMATION FOR SHORTLISTING AND INTERVIEWING**

**First Name Surname or Family name**

|  |  |
| --- | --- |
| **Email address** |  |
| **Postal address** |  |
| **Contact number** |  |

1. **FULL CHRONOLOGICAL EMPLOYMENT HISTORY** Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title** | **Name and address of employer,** | **F/T**  **or P/T** | **Dates** | | | | | **Reason** |
| **or Position** | **or description of activity** | **From** | | **To** | | | **for**  **leaving** |
|  |  | **Mth** | **Yr** | | **Mth** | **Yr** |  |
|  |  |  |  |  | |  |  |  |
| **1** |  |  |  |  | |  |  |  |
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| **2** |  |  |  |  | |  |  |  |
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| **5** |  |  |  |  | |  |  |  |

1. **SECONDARY EDUCATION & QUALIFICATIONS**

Candidates for Initial Teacher Training Education are required to present evidence of their qualifications as listed below:

* **A degree in any** subject
* **Maths and English grade C** or above at GCSE or the equivalent (see below for equivalencies)
* **Science grade C** or above at GCSE or the equivalent if applying for **primary** teacher internship.

If you do not have a GCSE at grade C or above in English, maths or science, we will accept certain approved equivalent examinations. Please check with us, which qualifications would be acceptable. Some suggestions:

|  |  |
| --- | --- |
| **Overseas Qualifications** | In the first instance please check the equivalency of your qualifications with UK NARIC <http://www.naric.co.uk/NARIC/Default.aspx>. |
| **English GCSE equivalent for candidates whose first language is not English** | The **IELTS** test (with an average minimum score of 6) is usually acceptable. This needs to be in all four areas of the academic test and be a recent test (dated within 2 years). For details of exam dates and exam centres in your area please consult the website [www.ielts.org](http://www.ielts.org), by clicking on the test takers page. |

**It may be possible for you to complete a GCSE (or equivalent) course during the first year of your internship: progression into the second year would be conditional on you achieving the appropriate grade.**

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| --- | --- | --- | --- |
| **Name of School/College** | **From** | **To** | **Qualifications Gained with Date** |
|  |  |  |  |

1. **HIGHER EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Names and Addresses of University or College and/or University Education Department** | **Dates**  **From To** | **Full or Part-time** | **Courses/subjects taken and Passed** | **Date of Examination and**  **Qualifications Obtained** |
|  |  |  |  |  |

1. **SUPPORTING STATEMENT**

**In no more than 1000 words,** please write a statement explaining why you would like to be considered for an internship. Please provide examples of your previous experience and skills, making explicit reference to the job profile and person specification, and stating whether you are interested in a primary or secondary school placement.

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1. **REFEREES**

Give here details of two people to whom reference may be made. References will not be accepted from relatives or from people writing solely in the capacity of friends. Please note that referees will be contacted prior to the interviewing stage to speed up the application process. We would be grateful if you could let your referees know that you are applying for the Teacher Internship and that you are using them as a referee.

**First referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address\*** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

**Second** **referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
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| **Telephone number** |  |
| **Email address\*** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

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**Part 2 Internal Ref . No.\_\_\_\_\_\_\_**

**This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.**

1. **PERSONAL INFORMATION**

|  |  |
| --- | --- |
| 1. **Surname or family name** |  |
| 1. **All previous surnames** |  |
| 1. **All forenames** |  |
| 1. **Title** |  |
| 1. **Current Address** |  |
|  |
|  |
|  |
| 1. **Postcode** |  |
| 1. **Resident at this address since** |  |
| 1. **Home telephone number** |  |
| 1. **Mobile telephone number** |  |
| 1. **Date of Birth** |  |
| 1. **Email address** |  |
| 1. **Have you ever been subject to a child protection investigation ?** | **Yes No**  **If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions.** |
| 1. **Are you subject to any legal restrictions in respect of your employment in the UK?** | **Yes No**  **If YES please provide details separately** |
| 1. **Do you require a work permit?** | **Yes No**  **If YES please provide details separately** |
| **15. Are you related to or have a close personal relationship with any pupil, employee, or governor within Cambridgeshire?** | **Yes No**  **If YES give details separately under confidential cover** |
| **16. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?** | **Yes No**  **If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).** |

1. **COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND‑OVERS**

Jobs in schools are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. **You must** therefore declare, whether spent or not, any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs?

Please tick the relevant box

**Yes 🞎 No 🞎**

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application. In accordance with statutory requirements, an offer of employment will be subject to satisfactory CRB clearance. A copy of this notice will be sent to your referees.

1. **DATA PROTECTION ACT**

The information collected on this form will be used in compliance with the Data Protection Act 1998. The information is collected for the purpose of administering the employment and training of employees. The information will be given to members of the Cambridgeshire NQT Pool selection panel, and thereafter if you are successful, may be disclosed as appropriate to governors, to Occupational Health, to the Teachers’ Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. If your application to the Pool is unsuccessful, your information will be destroyed after six months and will no longer be held by Cambridgeshire County Council or any Cambridgeshire schools.

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1. **DECLARATION**

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 9 above, and in particular that checks may be carried out to verify the contents of my application form

I understand that If I recommended to the Pool, this form, my references and the notes from my interview and observed lesson will be shared with Headteachers of the schools in the area(s) of Cambridgeshire I have specified.

**Signature of Applicant Date**

**Print Name**

When you are satisfied with your application, please submit it to us for consideration. Email your application to [teachincambridgeshire@gmail.com](mailto:teachincambridgeshire@gmail.com) and write ‘Teacher Internship 2020’ in the subject line.

The **closing date** for applications is **the last day of the spring half term, at 12 noon.**

If selected to attend for interview, you will usually be contacted by email, which will give you details of the interview date, time etc. Please ensure that you check your emails on a regular basis and please remember to notify us if you will/will not be attending the interview as soon as possible.

Interviews will be held in **March 2020.**