**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 teacher 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 2024. 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 2024 (please tick)**

When you are satisfied with your application, please submit it to us for consideration. Email your application to [Schools.recruitment@cambridgeshire.gov.uk](mailto:Schools.recruitment@cambridgeshire.gov.uk) and write ‘Teacher Internship 2024’ in the subject line.

The **closing date** for applications for the internship is **Friday** **31 May 2024**.

|  |  |
| --- | --- |
| **In which part(s) of Cambridgeshire would you be interested in working?**  [delete as applicable] | **South Cambs & City**  **East Cambs & Fenland**  **Huntingdonshire**  **Peterborough** |
| **Phase**  [delete as applicable] | **Primary**  **Secondary**  **Special** |
| **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. **Secondary Education and Qualifications**

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

* **A degree in any** subject ( if secondary a relevant subject)
* **Maths and English grade C/4** or above at GCSE or the equivalent (see below for equivalencies)
* **Science grade C/4** 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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 a teacher internship. **Please refer to the job description and person specification** to provide relevant examples of your previous experience and skills. |

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** |  |

I consent to this reference being requested before interview.

Yes No

**Second** **referee**

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

I consent to this reference being requested before interview.

Yes No

**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** |
| **14. 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** |
| **15. 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 (eg. ground floor venue, sign language, interpreter, audiotape etc).** |
| **16.** **Do you have a current full clean driving license?** | **Yes No** |

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 – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)**

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice and GDPR Statement which can be found on our website: <https://www.cambridgeshire.gov.uk/council/data-protection-and-foi/information-and-data-sharing/privacy-statement/education-service-privacy-notice>

You can contact Data Protection Officer at: [Data.protection@cambridgeshire.gov.uk](mailto:Data.protection@cambridgeshire.gov.uk) with any questions relating to our handling of your data. You can also contact them in writing at: Data Protection Officer, Information and Records Team, OCT1224, Cambridgeshire County Council, Shire Hall, Cambridge, CB3 0AP or telephone on: 01223 699137.

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via the [Information Commissioner’s Office website](https://ico.org.uk/make-a-complaint/).

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

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 8 above, and in particular that checks may be carried out to verify the contents of my application form

I understand that if I am recommended, this form, my references and the notes from my interview and observed selection task will be shared with Headteachers of the schools in the area(s) of Cambridgeshire I have specified.

**Signature of Applicant Date**

**Print Name**

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The **closing date** for applications is **Friday 31 May 2024.**

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 **April to June 2024.**