

Teacher Education Application Form



Please complete all sections fully

1. Personal details: Please write in capitals and please complete all sections

First name:

Male

Last name:

Female

Date of birth:
(eg 28/05/76)

Nationality:

Normal country of residence:

Age (as at 31st Aug 2019):

Have you lived in the UK or EU/EEA for the last 3 years? Yes No

Permanent Address:

Telephone (including area code):

Mobile phone:

Postcode:

E-mail:

2. Details of the course to which you wish to apply

Course title: please tick

Certificate in Education (Incorporating DET) part time

Post Graduate Certificate in Education (Incorporating DET) full time

Award in Education

Daytime Award

Sept

Jan

March

(please circle start month)

Evening Award

Sept

Jan

March

(please circle start month)

3. Which subject(s) do you teach/wish to teach (specialist subjects and levels)

4. Qualifications completed including GCSE/SQA English Language and Mathematics or equivalents. You will need to bring your Maths and English Language certificates to interview

Full title of Award NB: If NVQ please state level	Place of Study/Awarding Institution	Grade Achieved	Date
English Language			
Mathematics			

5. Qualifications not yet completed

Full title of Award NB: If NVQ please state level	Place of study/Awarding Institution	Predicted Grade	Date when your award will be FULLY completed

6. Current employment (if applicable)

Employer/Work address

Postcode

Home telephone

Email

Post:

Number of Teaching hours (per week)

7. Previous employment and main duties:

Please give details of employment and work experience.

Job Title	Name of organisation	Full time or part time	Dates

8. Personal statement

Please use this section to indicate why you want to teach your chosen subject within the Further Education and Training Sector. You should aim to write approximately 500 words. Please attach additional sheets if required.

9. References (for PGCE and Cert Ed only) - Please enclose two references with this application, we are unable to progress your application if the references are **not** attached. The first reference should be an academic reference and the second from your current employer (previous employer if not currently employed).

An academic reference must be included with this application.

Guidance information for your reference:

Who can write your reference:

- If you're at school or college, or left recently, ask your principal, head teacher, teacher or tutor.
- If you left school or college several years ago, ask your current or previous employer or, in the case of voluntary work, your supervisor.
- Your referee should know you well enough, in an official capacity, to write about you and your suitability for higher education.
- It is not permitted for family friends, partners or ex-partners to write your reference. If we find this to be the case, your application may be cancelled.
- Refer to ucas.com for guidance on how to provide a reference for an applicant to higher education www.ucas.com/advisers/references

Your reference will need to contain the following information if possible.

You need to inform your referee's of these details:

- Your referee's opinion of your suitability for a particular profession (eg. you've demonstrated your dedication and calm nature for nursing).
- Your proposed career plan, if you have one. Make sure your referee is aware of your career ideas and any work experience.
- Anything that may have affected your academic work (eg. an ongoing illness).
- Any other personal circumstances which may have affected, or will affect, your performance.
- Any specific needs you may have, like a disability or learning difficulties, and how you coped with these at school, college or work.
- Referee to include their name, address and contact number/email, how they know you and their occupation

10. Disclosure and barring service (DBS – formerly CRB). Applicants to this course are required to complete an **Enhanced Disclosure and Barring Service check**.

Do you have any outstanding criminal convictions, cautions, reprimands? Yes No

You are required to state whether or not you have any past or pending criminal convictions, cautions and reprimands, including any that may be considered spent under the Rehabilitation of Offenders Act 1974. If you tick the 'yes' box, the tutor may ask if you wish to disclose anything at interview.

11. Do you have an agency or support worker? (for example social worker, supported housing, community psychiatric nurse, key worker or any other)

Yes No

Telephone:

If yes, please give details:

Address:

Name:

Agency:

12. Support requirements:

We welcome all students and encourage you to tell us about the support you may need (please tick)

- | | | |
|---|---|---|
| <input type="checkbox"/> Visual impairment (do not tick if your eyesight is corrected by glasses) | <input type="checkbox"/> Exam access arrangements | <input type="checkbox"/> Temporary disability after illness (for example post-viral) or accident |
| <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Moderate learning difficulties | <input type="checkbox"/> Speech, language and Communication |
| <input type="checkbox"/> Disability affecting mobility | <input type="checkbox"/> Severe learning difficulties | <input type="checkbox"/> Education, Health and Care Plan |
| <input type="checkbox"/> Profound complex disabilities | <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Other medical conditions (eg: epilepsy, asthma, diabetes, allergy) |
| <input type="checkbox"/> Social and emotional difficulties | <input type="checkbox"/> Dyscalculia | <input type="checkbox"/> To provide further confidential information do so by letter using ref:GH |
| <input type="checkbox"/> Mental health difficulties | <input type="checkbox"/> Other physical disability | |
| <input type="checkbox"/> Autism, spectrum disorders | <input type="checkbox"/> Other learning difficulty (eg dyspraxia) | |
| <input type="checkbox"/> Asperger's syndrome | <input type="checkbox"/> English is not my first language | |

13. Personal Data Fair Processing Notice:

Data Protection: Privacy Notice

- I confirm that the information I have provided on this form is correct.
- I understand that my information will be used by the college in processing my application to enter a learning agreement (contract) with the college and that:
 - my contact details will be used to communicate with me about my application and future relationship with the college
 - my designated next of kin will be contacted to confirm their details
 - if I am under 18 when this form is submitted, details of my application may be shared with my school, parents or carer(s) designated as my next of kin
 - details of my application may be shared with my employer if they are proposing to sponsor my study
 - details of my application may be shared with referees I have nominated on this form
- In discharging its public task to deliver education, I understand that the college will:

- share my personal data with local authorities and other agencies which may contact me about services relevant to my application and future attendance at college
- share my data with processing companies to facilitate payment and other services
- share my personal data with other agencies (including law enforcement agencies) and funding bodies as required by law
- Discuss health and other information (including special categories information) with professionals and other organisations and agencies in order to ensure that I am supported to achieve the best outcome from my application
- unless I give my explicit consent, process my special categories information only when necessary to protect my vital interests, those of others or where there is a substantial public interest in doing so

Further information about your rights and how we process your data can be found at www.exe-coll.ac.uk/dataprotection

Your signature

Date

A condition of acceptance onto these programmes is subject to the following (for PGCE and Cert Ed only):

- Satisfactory Enhanced Disclosure and Barring Service Disclosure check
- Suitable references
- Relevant Maths and English Qualifications
- Satisfactory Interview
- Fitness to Practice

Please return the completed application form to:

Admissions, St David's Building, Exeter College, Hele Road, Exeter EX4 4JS. Email: info@exe-coll.ac.uk