**Please read the Guidance for Applicants at the end of this form for help on each of the sections.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Personal Details (Please complete in BLOCK CAPITALS where handwritten)** | | | | |
| **Title** (Mr/Mrs/Ms/Miss/etc) | | **Surname/Family Name** | **First Name(s)/Given Name** | **Previous Surname** (if applicable) |
|  | |  |  |  |
| **Date of Birth** (dd/mm/yyyy) | | **Gender** | **Mobile telephone number** | **Other telephone number** |
|  | |  |  |  |
| **National Insurance Number** | | **Email address** | | |
|  | |  | | |
| **Permanent Home Address**  (if different from correspondence address) | | | **Correspondence address**  (This address will be used for all correspondence) | |
| **House Name/Number** |  | | **House Name/Number** |  |
| **Street** |  | | **Street** |  |
| **Town/City** |  | | **Town/City** |  |
| **County** |  | | **County** |  |
| **Postcode** |  | | **Postcode** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Nationality and Residence Details** | | | |
| **For applicants born in the United Kingdom** | | | |
| **Country of Birth** |  | **Nationality** |  |
| **Country of permanent residence** |  | | |
| **Have you lived in the UK since birth up to the present day?**  *If no, please state date of first entry into the UK* | | | Yes/No |

|  |  |
| --- | --- |
| **Applicants not born in the United Kingdom** | |
| **Date of most recent entry to the UK (excluding holidays)** | dd/mm/yyyy |
| **Have you been granted Indefinite Leave to Enter/Remain in UK?** | Yes/No |
| **If you are a non-British EU National who is not living in the UK, will you have been resident in the EU for 3 years prior to the 1st of September of the year in which the course begins?** | Yes/No |
| **Do you need a Visa to study in the UK?**  If yes, please provide your passport number  If no, and you are entering the UK to study, under what Tier will you enter the UK? |  |

|  |  |
| --- | --- |
| 1. **Tuition Fees** | |
| **Who is expected to pay your Tuition Fees?**  *Please read section 3 in the Guidelines for Applicants before entering a name or code into the box* |  |

|  |  |
| --- | --- |
| 1. **List the programme you wish to apply for** | |
| **Name of Programme** | **Name and Type of School supporting your application** |
| **Assessment Only route to QTS** |  |

|  |
| --- |
| 1. **Assessment Only Self Evaluation** |
| This self-assessment is to help potential participants that are working as an unqualified teacher identify their eligibility for the Teach Now – Assessment Only route. |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Yes** | **No** |
| I am physically and mentally fit to work as a Qualified Teacher |  |  |
| I do not have a criminal background that might prevent me from working with pupils and have not previously been excluded (disqualified) from working with children |  |  |
| I hold a degree or an equivalent graduate qualification(s) |  |  |
| I have achieved GCSEs at grade 4 [C] or above (or recognised equivalents in English Language and Mathematics \*and Science for Primary) |  |  |

|  |  |  |
| --- | --- | --- |
| **Experience** | **Yes** | **No** |
| I have taught full-time for a minimum of 2 years |  |  |
| I have had a minimum of 6 weeks in a contrasting school setting |  |  |
| I have had experience of Key Stage 1 and Key Stage 2 (PRIMARY ONLY) |  |  |
| I have had experience of Key Stage 3 and Key Stage 4 (SECONDARY ONLY) |  |  |
| I work collaboratively with other adults in my setting |  |  |
| I understand how to assess and monitor children’s progress |  |  |
| I work in partnership with parents / carers to improve outcomes for children |  |  |

|  |  |
| --- | --- |
| 1. **Employment Status** | **✓** |
| I am currently in paid employment in a school |  |
| I am currently unemployed or not working in a school |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employment Details (if applicable)** | | | | | | | |
| **Name of Employer** | |  | | | | | |
| **Job title** | |  | | | | | |
| **Sector** | | Independent/Private/Maintained/Voluntary/Not applicable | | | | | |
| **Headteacher** | |  | | | | | |
| **Address** | |  | | | | | |
| **Work telephone** | |  | | | | | |
| **E-mail** | |  | | | | | |
| **Local authority** | |  | | | | | |
| **Start date of current employment** | |  | | | | | |
| **Number of hours contracted for per week** | |  | | | | | |
| 1. **Experience of Teaching in two schools** | | | | | | | |
| To be awarded QTS you must have taught in at least two schools. | | | | | | | |
| **Job Title** | **Name and address of employer** | | **Full or part-time**  *If PT Please state the percentage of the timetable that you teach* | **Start date** | | **End date** | |
| Month | Year | Month | Year |
|  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Please state the Age Range for assessment of QTS**  *(you must have at least two consecutive Age Ranges)* | **1** | **2** |
|  |  |
| Applicants for Secondary must state the subject you wish to be assessed for. |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Previous Employment and Voluntary Experience *(please start with most recent)*** | | | | |
| **Name of employer** | **Job title and brief description of duties** | **Period of service** | | **Reason for leaving** |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Qualifications held** | | | | | | |
| Please list all subjects taken, whatever the result, in chronological order. Please add additional lines if necessary. Please provide copies of certificates/transcripts for degree and relevant GCSEs or equivalencies. N.B. If your qualifications are from overseas you must obtain evidence of equivalence from UK NARIC. Originals of all certificates must be presented at interview. | | | | | | |
| **Level (e.g. relevant GCSEs/ degree / professional qualifications)** | **Subject** | **Date Completed** | | **Name of Institute/university and country** | **Results (Grades or bands)** | **CATS Points (if applicable)** |
|  |  | Month | Year |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Qualifications pending** | | | | | | |
| Please list qualifications you are currently studying for or in respect of which you are awaiting results, including details of modules being studied this academic session, if applicable. Please add additional lines if necessary. | | | | | | |
| **Level (e.g. A levels, HND, degree, professional qualifications)** | **Subject** | **Date Completed** | | **Name of Institute/university and country** | **Results (Grades or bands)** | **CATS Points (if applicable)** |
| Month | Year |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **English language** | | | | |
| **Is English your first language?** | | Yes/No | | |
| **All applicants must provide evidence that they meet the minimum English Language requirements of their chosen course, please confirm if you have completed an English Language qualification and provide documentary evidence of your results** | | Yes/No | | |
| **Name of English language qualification**  Type of test taken | **Awarding body/**  **Institute/University** | | **Date qualification obtained/date you are taking the qualification** | **Result** |
|  |  | |  |  |

|  |
| --- |
| 1. **Personal Statement** |
| Please write a personal statement providing as much detail as possible regarding your current and previous teaching experience and roles in education, indicating why you feel you are suitable for the AO Route to QTS. In particular;   * the length and variety of experiences in the subject/Key Stages you wish to qualify for. * why you want to be considered for the Assessment Only Route * what appropriate personal and intellectual qualities you possess * your subject knowledge relevant to your proposed teaching area * current educational issues   *Guidance note*: this section is important in determining selection for the next stage. |
|  |

|  |  |
| --- | --- |
| 1. **References** | |
| Please read the guidance notes before completing this section. | |
| **Referee A** | |
| **Full name** |  |
| **Occupation/Relationship to you** |  |
| **Address** |  |
| **Telephone number** |  |
| **E-mail address** |  |

|  |  |
| --- | --- |
| **Referee B** | |
| **Full name** |  |
| **Occupation/Relationship to you** |  |
| **Address** |  |
| **Telephone number** |  |
| **E-mail address** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Where did you hear about this route?** | | | | | |
| **School / Institute** |  | **Ripley ITT flyer** |  | **University** |  |
| **Ripley ITT website** |  | **Other website** |  | **Other (please specify)** |  |

|  |  |
| --- | --- |
| 1. **Disability/Special Needs** | |
| **Refer to the Guidelines for Applicants for the appropriate code. Please enter the appropriate code in the box provided if you have a disability which may in some way affect your studies or may require special facilities or treatment.** |  |

|  |  |
| --- | --- |
| 1. **Criminal Convictions** | |
| Please read the Guidelines for Applicants before replying to this question. Please note that your offer of a place of the Assessment Only route will be conditional to you have a satisfactory enhanced DBS clearance. | |
| **If you have a relevant criminal conviction, please place an ‘X’ in the box.** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration** | | | |
| I understand that I am responsible for payment of all fees where applicable. I agree to comply with the regulations, rules and conditions of the  Ripley ITT for the time being in force, including Health, Safety and Disciplinary Regulations.  **Data Protection Act**  I consent to Ripley ITT processing personal data contained in this form, or other data which may be obtained from me or others, including details of academic performance, learning support needs, disciplinary matters, destinations and comments on quality on Ripley premises and holding my photograph which is used for any purpose connected with my studies, my health and safety, implementation of the rules, to provide data that Ripley ITT is required to hold or supply for any legitimate reason. I consent to the disclosure of such information for academic administration purposes, in response to requests for references relating to continuing education or employment. | | | |
| **Applicant’s Signature** |  | **Date** |  |

Please keep a copy of this form for your records and return the original to:

FAO: Felicity Ackroyd, SCITT Director

Email: [traintoteach@ripleyitt.co.uk](mailto:traintoteach@ripleyitt.co.uk)

**Please contact your referees to notify them that we will be in contact with a reference request.**

Please refer to the Application Notes for Guidance for further information. If you have any queries, please contact:

Felicity Ackroyd

Email: [ackroydf@ripley.lancs.sch.uk](mailto:ackroydf@ripley.lancs.sch.uk)

|  |
| --- |
| **FOR OFFICE USE ONLY:**  Academic Decision: Reject [ ] Accept [ ]  Conditions of offer:  Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date: . . . . . . . . . . . . . . . . . . . . . . . .  Qualifications confirmed by: [ ] Certificate produced by participant [ ] Other. . . . . . . . . . . . . . . . . . . . . . . . . . .  Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date: . . . . . . . . . . . . . . . . . . . . . . . . |

**Guidance for Applicants**

Please read this section carefully. We aim to process your application quickly and efficiently. Most delays can be avoided by following the information given below:

1. **Personal details**

*Surname/family name/first names*

Please enter your title, surname/family name and first name(s) exactly as they appear on official documents such as examination certificates, passport or driving licence.

*Previous surname*

If you have changed your name since your 16th birthday, please enter your previous surname. If not, please leave this section blank. This will help us when checking your educational records.

*Gender and date of birth*

Please provide your gender and date of birth. Please note that this information will be used for identification purposes only.

*Email address*

Please enter your personal email address. If we are able to contact you by email, any queries we may have about your application can be resolved faster. Please keep us informed of any change to your current email address.

*Address*

Your permanent address is the address where you usually live. If you would prefer correspondence to be sent to a different address, please complete the section ‘Correspondence address’. It is essential that you inform us if your correspondence address changes.

1. **Nationality/Residence/Visa/Finance details**

*Country of birth*

Please enter your country of birth.

*Nationality*

Please enter your nationality as stated in your passport. If you have dual nationality, please enter both.

*Country of permanent residence*

Please enter your permanent country of residence. If your permanent home is in the UK, please specify the country, e.g. England.

*Have you lived in the UK/EU for the whole of your life up to the present day?*

If you were born outside the UK, but now live here, please tick the “NO” box and enter the date when you began to live here permanently. The date should be found in your passport or other papers used to gain admission to the UK. Do not give a date if you are staying in the UK on a temporary basis, for example for the purpose of study.

1. **Finance**

Please enter the name of organisation expected to pay your fees if applicable. If you are paying your own fees, either through private funding or a tuition fee loan etc., please give details of how you will finance yourself or enter one of the following codes in the box.

List of fee payers and codes

|  |  |
| --- | --- |
| 01 | Entire cost of tuition fees is paid by private finance |
| 02 | Applying for student assessment by LEA, SAAS, Northern Ireland Education and Library Board, or Channel Islands or Isle of Man Agency |
| 03 | Contribution from a Research Council |
| 04 | Contribution from the Department of Health or a Regional Strategic Health Authority |
| 05 | Overseas student award from the UK Government or British Council |
| 06 | Contribution from a training agency |
| 07 | Other UK Government award |
| 08 | Contribution from an overseas agency, government, university or industry |
| 09 | Contribution from UK industry or commerce |
| 10 | Other course of finance |
| 99 | Not known |

Visa requirement

In order to support the processing of documentation required for visa applications, applicants requiring a visa to study in the UK should indicate by ticking the appropriate box. If you are entering the UK under a different visa please indicate which Tier you are entering under.

1. **Details of courses you wish to apply for**

Please enter the name and type of school supporting your application.

1. **Assessment-only Self-Evaluation**

Use this section to tick yes or no to the requirements and experience section. Please note that the qualifications including degree and GCSEs need to be completed prior to application.

1. **Employment Status**

Please tick the relevant box and list the details of the school/ setting in which you are currently employed.

1. **Experience of teaching in two schools**

Please provide details of the two schools to support your application, giving a brief description of the timetable that you have taught. You may wish to include further details in your personal statement. You also need to state which age ranges you have taught in both schools.

1. **Previous employment and voluntary experience**

Please provide details of your previous employment history without leaving gaps. If there are gaps between employment please note and provide a short explanation.

1. **Qualifications**

In this section, please list all qualifications for which you have accepted certification from an awarding body. Please enclose evidence of your academic qualifications with your application (e.g. copies of certificates or transcripts). Photocopies are sufficient at application stage. However, you may need to provide original or certified copies of your documentation at a later stage.

1. **Qualifications pending**

Use this section to list any qualifications for which you are currently studying or for which you are awaiting examination results.

1. **English language skills**

Please provide details of English Language qualifications, e.g. GCSE English Language.

1. **Personal Statement**

Please complete a supporting statement (no more than 2 sides of A4) explaining why you think the Assessment Only programme is suitable for you, including any relevant experience you have gained within the past two years.

1. **References**

Referee A should be completed by your current Headteacher and/ or Line Manager who knows you well enough to write about you and your suitability for Assessment Only process.

Referee B should draw upon your previous teaching experience in a contrasting establishment and this may be sent at a later stage.

Ripley ITT will contact the referees to obtain a reference. Please ensure details are correct and that referees are expecting to be contacted. We are unable to make a decision on your application until we receive your references.

1. **Where did you hear about this route?**

Please tick the relevant choice. If it is from another source, please specify.

**15. Disability, special needs or medical condition codes**

To help us make any reasonable adjustments which may be necessary, please use the following codes to indicate your specific needs.

|  |  |
| --- | --- |
| 00 | No known disability |
| 02 | You are blind or partially sighted |
| 03 | You are deaf or hearing impaired |
| 04 | You use a wheelchair or have mobility difficulties |
| 05 | You require personal care support |
| 06 | You have mental health difficulties |
| 07 | You have a disability that cannot be seen, for example diabetes, epilepsy, asthma |
| 08 | You have multiple disabilities |
| 10 | You have Autistic Spectrum Disorder or Asperger Syndrome |
| 11 | You have a specific learning difficulty, for example dyslexia |
| 96 | You have a disability, special need or medical condition that is not listed here |

**16. Declaration of a criminal conviction**

To help us ensure that the interests and safety of all members of the College community are safeguarded, we must know about any relevant criminal convictions that an applicant may have. If you have a relevant criminal conviction, please put X in the box. The information that you provide will not affect the academic assessment of your application. However, we may wish to consider the application further or ask for further information before making a decision.

What is a relevant criminal conviction?

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following:

1. Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
2. Offences listed in the Sex Offences Act 2003.
3. The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
4. Offences involving firearms.
5. Offences involving arson.
6. Offences listed in the Terrorism Act 2006.

If your conviction involved an offence similar to those set out above, but was made by a court outside of Great Britain, and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974, you should enter Y in the box.

Warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this section, unless you have contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction.

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. We will then ask you for more details.

**Declaration**

Please read the declaration carefully, then sign and date the form.

**Submitting you application**

When you have completed your application form, please return it to the address on the form.

Your application will then be passed to the appropriate department for consideration. Please note that if you have not submitted all the required documentation, your application will be delayed until all your documents have been received. We are unable to make a decision about your application until we receive your references.

If you have any questions about the status of your application please contact [ackroydf@ripley.lancs.sch.uk](mailto:ackroydf@ripley.lancs.sch.uk) your application is unsuccessful we will provide feedback on request.

**CONFIDENTIAL**

**EQUALITY MONITORING FORM**

In order to monitor the effectiveness of our equality policy, Ripley ITT requests that all applicants complete this form. In accordance with Data Protection Act 1998, the information you have provided will only be used for the purposes of equality monitoring. The information will be used in summary form only and may inform improvements to our equality policy. **This is removed from your application before the shortlisting stage.**

|  |  |
| --- | --- |
| **Age Group** | 16 - 24  25 - 34  35 – 44  45 - 54  55 - 65  65 +  Prefer not to say |
| **Ethnicity** *(Please tick one category)*  *These categories are recommended by the Equality and Human Rights Commisson.* | White British  White Irish  White – any other background, please state:  Mixed White and Black Caribbean  Mixed White and Black African  Mixed White and Asian  Mixed – any other background, please state:  Asian or Asian British Indian  Asian or Asian British Pakistani  Asian or Asian British Bangladeshi  Any other Asian or Asian British background, please state:  Black or Black British Caribbean  Black or Black British African  Any other Black or Black British background, please state:  Chinese  Any other ethnic Group, please state: |
| **Religion / Belief** | No religion / belief  Christian  Buddhist  Hindu  Jewish  Muslim  Sikh  Other, please state:  Prefer not to say |
| **Sexual Orientation** | Heterosexual  Bisexual  Gay man  Gay woman / Lesbian  Prefer not to say |
| **Are you married or in a civil partnership?** | Yes  No  Prefer not to say |
| **Gender identity** | Is your gender identity the same as the gender you were assigned at birth? |
| Yes  No  Prefer not to say |