

**OSEKITA ACADEMY**

**TEACHING APPLICATION FORM (2021)**

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| POST APPLIED FOR:This application form should be completed on line and emailed to: osekita.academy@gmail.com |

**How to complete this form**

# **General information**

The following information is designed to help you complete the application form as effectively as possible. If you require assistance in completing the form, please contact The Academy Team.

The Academy believes in the equality of opportunities. We understand that our workforce consists of individuals who are unique and different and by harnessing these differences we will create an environment where every individual feels valued and encouraged, where talents are recognised, developed and utilised. This will help us meet our organisational goals.

Please read the information pack paying particular attention to the job description and person specification.

# **Personal Details**

Please complete this section fully. Do not miss out important information.

# **Employment Record**

Please complete this section in date order, beginning with your most recent job and listing all work undertaken since leaving school / college. Please continue with this section on a separate sheet if necessary.

# **StaTement of application**

**This is the most important section and must be completed fully.**

* During the short-listing process your skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification.
* It is therefore very important that you address all the areas identified in the person specification and give specific examples as to how you meet the selection criteria.
* You may have gained relevant experience through paid employment, or voluntary work in the community or in a school environment, etc…
* You may find it helpful to do a rough draft first making sure you have covered all the requirements of the person specification.

# **Education & Training**

Please complete this section as fully as possible, we will require evidence of your highest and / or relevant qualifications before confirming an appointment and may check your qualifications with the relevant bodies.

# **Reference Details**

All offers of appointment depend on receiving references satisfactory to The Academy. You must give two referees that have had managerial / supervisory responsibility for you, one of whom must be your manager with your current / most recent employer. If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job. The Academy reserves the right to ask for substitute referees, if the one you have provided are not deemed to be suitable. For certain posts we may contact all previous employers. We will specifically enquire if disciplinary action has ever been taken or was pending and details of your absence record.

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| **1. PERSONAL DETAILS** |

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| SURNAME:  |  | FORMER NAME(S)  |

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| OTHER NAME(S):  |
| DATE OF BIRTH: |
| CURRENT ADDRESS: |
| MOBILE TELEPHONE NUMBER:  |

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| EMAIL: |  |

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| **2. WORK DETAILS** |

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| --- | --- | --- |
| DATE OF RECOGNITION AS A QUALIFIED TEACHER:  |  | NCE Certificate reference if applicable |

HAVE YOU COMPLETED A PERIOD OF INDUCTION AS A TEACHER? Yes No

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| IF YES, DATE COMPLETED: NOT APPLICABLE |

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| DATE OF AVAILABILITY TO COMMENCE POST IF APPOINTED:  |

PLEASE INDICATE IN WHICH AREAS YOU ARE TRAINED TO TEACH BELOW

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| --- | --- | --- |
| secondary subjects; Economics ,Accounting ,Business studies |  | PRIMARY SUBJECT:  |

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| --- | --- | --- |
| NUMBER OF YEARS OF TEACHING EXPERIENCE:  |  | NUMBER OF YEARS OF TEACHING EXPERIENCE OVERSEAS (if applicable):  |

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| **3. HEALTH DETAILS** |

All successful applicants will be required to undertake appropriate medical screening to ensure their fitness for the post. This will be at Trinity Medical Centre

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| **4. CURRENT OR MOST RECENT EMPLOYMENT** |

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| NAME AND ADDRESS OF EMPLOYER:  |

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| FROM (MONTH/YEAR): TO (MONTH/YEAR) Currently |

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| POSITION HELD:  |

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| BASIC SALARY & GRADE OTHER PAYMENTS:  |

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| **5. EDUCATION DETAILS** |

(Please include details of examinations, which have been or are about to be taken but results are not yet available. Continue on an additional sheet if necessary. You will be required to provide original evidence of qualifications gained, if appropriate.)

SECONDARY, FURTHER & HIGHER EDUCATION

(If overseas trained, please advise of Nigerian comparability)

|  |  |  |
| --- | --- | --- |
| Name of college, university or institute (address if outside Nigeria) | Date of qualifying | Qualifications and / or certificates (including subjects & grades) |
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OTHER RELEVANT QUALIFICATIONS / IN-SERVICE COURSES

(If overseas trained, include details of o’ level equivalent in Maths and English)

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| --- | --- | --- | --- |
| Name of professional body | Date | Membership grade | Was membership gained by examination? |
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|  **6. PREVIOUS EMPLOYMENT** |

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| --- | --- | --- | --- | --- | --- | --- |
| **Name and address of previous employer** | **Position** | **Preschool****Primary or Secondary**  | **Subjects taught or Subject strength if Primary** | **From** **(month****/year)** | **To** **(month****/year)** | **Reason for leaving** |
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| **7. INTERESTS AND ACTIVITIES** |

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| Please give details of any responsibilities and achievements including any voluntary work or additional languages.  |
| **8. EXPERIENCE AND RELEVANT SKILLS - SUPPORTING STATEMENT**  |

Support your application by explaining why you are the best person for this job. Draw upon your experience, knowledge, skills and abilities, please describe how you have developed your career up to this point. This is the most important part of this application form. ENSURE THAT YOU COMPLETE IT BECAUSE IT CAN AFFECT YOUR SALARY.

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| **9. REFEREES** |

(Please give details of two referees who are in a position to provide a professional reference, one of which should be your current head teacher / line manager. **Referees must not be friends or relatives.**

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| --- | --- |
| **FIRST REFEREE** | **SECOND REFEREE** |
| NAME:  | NAME:  |
| BUSINESS ADDRESS:  | BUSINESS ADDRESS:  |
| POSITION IN ORGANISATION:  | POSITION IN ORGANISATION:  |
| MOBILE NUMBER: | MOBILE NUMBER: |
| RELATIONSHIP TO APPLICANT:  | RELATIONSHIP TO APPLICANT:  |
| EMAIL ADDRESS: | EMAIL ADDRESS: |

Please note that if you are shortlisted references may be requested before interview.

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| 10. OTHER DETAILS |

Please write below, any additional details which you have not had the opportunity to share in this form. This will help us to decide how to grade your salary level.

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| 11. PROTECTION OF CHILDREN |

Disclosure of any criminal background is required. Offers of employment will also be dependent on completion of a satisfactory Police check. Offers of appointment will be conditional upon a 6 months probational period.

If you are currently working with children on either a paid or voluntary basis, your current and / or previous employers may be asked about any disciplinary offences relating to children, including any in which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

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| 12. DECLARATION |

I hereby declare that I have understood and will comply with the provisions concerning the disclosure of criminal convictions, that I do not appear on the barred list and am not subject to sanctions imposed by a regulatory body in or outside of Nigeria.

(Providing any misleading or false information to support your application or canvassing, directly or indirectly, anyone likely to be involved in the appointment process will disqualify you from the appointment or if appointed will render you liable to dismissal without notice and possible referral to the police.)

I certify that the information provided is true and accurate and that I have not omitted any facts, which may have a bearing on my application. I authorise the employer to check the information that I have supplied. I understand that falsification of qualification or information may lead to dismissal without notice or in some circumstances legal action taken against me.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_