



ASSESSMENT ONLY – APPLICATION GUIDANCE NOTES

The following notes relate to the numbered sections in the application form and are intended to help you complete the form. Please ensure that you have read them thoroughly before completing your application.

Section 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.

Section 2 – Nationality and Residence 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.

Section 3 – Tuition Fees

Name of organisation expected to pay your fees

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 state so.

Section 4 – Name of Programme

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

Section 5 – Teach Now – 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 as well as the QTS Professional Skills Tests in Literacy and Numeracy need to be completed prior to application.

Section 6 - Employment Status

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

Section 7 – Work experience

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.

Section 8 –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.

Section 9 – Qualifications Pending

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

Section 10 – English Language

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

Section 11 – 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.



Section 12 – 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. This reference is to be completed on a separate document and included with your application form. Details are provided for the content of the reference. Please note that it is your responsibility to contact your referee. We are unable to make a decision about your application until we receive your reference.

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

Section 13 – Where did you hear about this route?

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

Section 14 - Disability/Special Needs

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



Section 15 - Criminal convictions

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:

- I. 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.
- II. Offences listed in the Sex Offences Act 2003.
- III. The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
- IV. Offences involving firearms.
- V. Offences involving arson.
- VI. 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 your 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. It is your responsibility to contact your referee. We are unable to make a decision about your application until we receive your reference.



If you have any questions about the status of your application please contact us on teach@starinstitute.org.uk. If your application is unsuccessful we will provide feedback on request.