



**In all of our
best interests.**

teaching-vacancies.service.gov.uk

Teaching 
Vacancies

Teaching Vacancies application form

A guide for school hiring staff

You can now receive and manage job applications through Teaching Vacancies. In this guide you can find information about the application form, as well as how to manage applications on your dashboard.

If you have any further questions, please email us at teaching.vacancies@education.gov.uk.

Index

[Five reasons to use Teaching Vacancies for applications](#)

[The Teaching Vacancies application form](#)

[The applications management dashboard](#)

[Get in touch](#)

Five reasons to use Teaching Vacancies for applications

1. Set up an application process for your job listing with just one click.
2. Manage applicants on a simple, personalised dashboard.
3. Be confident that you are abiding by the most up to date safeguarding requirements in your recruitment process.
4. Notify unsuccessful candidates easily and quickly.
5. Save time and money on recruitment.

“With Teaching Vacancies it has been the most successful recruitment campaign I’ve ever run.”

The Teaching Vacancies application form

If you choose to accept applications through Teaching Vacancies, candidates will complete an online application form.

We have designed the form to help you easily identify high quality candidates, and to ensure your recruitment processes always follow the latest safeguarding requirements.

The form also makes applying quick and easy for candidates. We save most of the information from their first application and use it to pre-fill future ones.

On average, this saves applicants over an hour per application and enables them to spend more time on the parts that matter, like their personal statement.

The Teaching Vacancies application form

Step 1

Personal details

...

First name

Last name

Previous names (optional)

Building and street

Town or city

Post code

Country

Phone number

Email address

Teacher reference number (TRN) (optional)

National Insurance number (optional)

Step 2

Personal details

Do you have qualified teacher status (QTS)?

☐ Yes

☐ No

☐ I'm on track to receive my QTS

Have you completed your statutory induction year?

☐ Yes

☐ No

If the applicant answers “Yes”, we ask for the year QTS was awarded.

Step 3

Add a qualification

What qualification would you like to add?

☐ GCSEs

☐ AS Levels

☐ A Levels

☐ Other secondary qualification

☐ Undergraduate degree

☐ Postgraduate degree

☐ Other qualification or course

Applicants can add as many qualifications as they want.

Step 3 (continued)

Add GCSEs/AS Levels/A levels

Subjects

Subject 1

Grade

Add another subject

School, college, or other organisation

Year qualification(s) was/were awarded

Applicants can add as many subjects as they want.

Step 3 (continued)

Add secondary qualifications

Subjects

Qualification name

Subject 1

Grade

Add another subject

School, college, or other organisation

Year qualification(s) was/were awarded

Applicants can add as many subjects as they want.

Step 3 (continued)

Add a degree

Subject

Awarding body

Have you finished studying for this qualification?
☐ Yes
☐ No

If the applicant answers “Yes”, we ask for the grade and the year the qualification was awarded.

If the applicant answers “No”, we ask for further details.

Step 3 (continued)

Add a qualification or course

Qualification or course name

Subject (optional)

School, college, university or other organisation

Have you finished studying for this qualification?
☐ Yes
☐ No

If the applicant answers “Yes”, we ask for the grade and the year the qualification was awarded.

If the applicant answers “No”, we ask for further details.

Step 4

Current role and employment history

School or other organisation

Job title

Subjects and key stages taught (optional)

Start date

Month

Year

Is this your current role?

☐

 Yes

☐

 No

Main duties

Add another role

Applicants are asked to include all jobs they have had since they left full time education. This includes voluntary work if it is relevant to their application.

We automatically detect gaps in employment and will flag these to you.

If the applicant answers “No”, we ask when the role will end.

Applicants can add as many roles as they want.

Step 5

Personal statement

Your personal statement

We ask applicants to explain why they are suitable for the role and to include any relevant personal qualities and experiences.

You can choose to add additional guidance for applicants if you want.

Step 6

Add referees

Name

Job title

Organisation

Relationship to applicant

Email address

Phone number

Add another referee

We ask applicants to provide at least two referees. One of these must be their current or most recent employer.

If the applicant does not currently work with children, but has done so in the past, they are asked to include a referee from the last time they did so.

Step 7

Equal opportunities and recruitment monitoring

Do you consider yourself to have a disability as defined by the Equality Act 2010?

☐ Yes

☐ No

☐ Prefer not to say

How old are you?

☐ Under 25

☐ 25 to 29

☐ 30 to 39

☐ 40 to 49

☐ 50 to 59

☐ 60 and over

☐ Prefer not to say

How would you describe your gender?

☐ Man

☐ Woman

☐ Other gender identity

☐ Prefer not to say

If the applicant answers “Other gender identity”, we provide an option to describe their gender identity.

Step 7 (continued)

Equal opportunities and recruitment monitoring

...

How would you describe your sexual orientation?

☐ Bisexual

☐ Gay or lesbian

☐ Heterosexual

☐ Other sexual orientation

☐ Prefer not to say

What is your ethnic group?

☐ Asian or Asian British

☐ Black African, Caribbean or Black British

☐ Mixed or multiple ethnic group

☐ White

☐ Other ethnic group

☐ Prefer not to say

If the applicant answers “Other sexual orientation” we provide an option to describe their sexual orientation.

If the applicant answers “Other ethnic group” we provide an option to describe their ethnic group.

Step 7 (continued)

Equal opportunities and recruitment monitoring

...

What is your religion or belief?

☐ Buddhist

☐ Christian

☐ Hindu

☐ Jewish

☐ Muslim

☐ Sikh

☐ No religion, atheist or agnostic

☐ Other religion or belief

☐ Prefer not to say

If the applicant answers “Other religion or belief” we provide an option to describe their religion or belief.

Step 8

Ask for support if you have a disability or other needs

...

Do you want to ask for support so that you can attend an interview?

☐ Yes, I would like to share some information about the support that I need

☐ No, I do not need support

Applicants might benefit from extra interview support if they have a disability, a mental health condition or educational needs.

They can ask for the support that they need. This allows the school to make adjustments so the applicant can attend an interview.

Step 9

Declarations

Do you have any family or close relationship with people within the school?

☐ Yes

☐ No

Do you have the right to work in the UK?

☐ Yes

☐ No

[Submit application](#)

If the applicant answers “Yes” we ask them to provide details.

Applicants are not asked whether they are barred from working with children.

The latest guidance from the Department for Education states that applicants should be asked this at the shortlisting stage. This is so that only school staff who are allowed to have access to this information are able to see it.

What happens next?

When the applicant submits their application you will be notified by email. You can then review their application on your Teaching Vacancies dashboard.

How to receive applications through Teaching Vacancies

When you create a new job listing, you will be asked how you would like candidates to apply.

Applying for the job

...

How would you like candidates to apply?

☐ Apply using the Teaching Vacancies application form


☐ Use another application process or form

Contact email

Contact phone number (optional)

Choose the option ‘Apply using the Teaching Vacancies application form’ to receive applications through Teaching Vacancies.

The applications management dashboard


GOV.UK

Teaching Vacancies

[My account](#)
[Sign out](#)

Teacher of English

Listing ended
21 September 2021 at 6:00pm

2

Unread applications

1

Shortlisted applicant

1

Rejected applicant

[Manage listing](#)
[Applications](#)
[Statistics](#)

Applications

Download applications (pdf)


Ronald Kenyon	<div>UNREAD</div>	Shortlist Reject
Received 18 September 2021 at 11:00am		
Liliya Yeva	<div>UNREAD</div>	Shortlist Reject
Received 16 September 2021 at 4:55pm		
Mildred Finn	<div>SHORTLISTED</div>	Shortlist Reject
Received 16 September 2021 at 10:05am		
Shu Akosua	<div>REJECTED</div>	
Received 15 September 2021 at 2:30pm		

We will email you when you have new applications. You will then be able to review them on a simple, personalised dashboard.

Staff at multi-academy trusts can view and manage applications for all their schools on one dashboard.

To comply with data protection regulations, you will have access to applications for one year.

The applications management dashboard


GOV.UK

Teaching Vacancies

[My account](#)
[Sign out](#)

Teacher of English
Shu Akosua

REVIEWED

Application

Shortlist

Reject

Print or download

Personal details

Name	Shu Akosua
Address	47 Botley Road Midfield KA27 6LT
Phone number	079 3946 6451
Email address	shuakosua@email.com
Teacher reference number (TRN)	2568779

Application sections

- [Personal details](#)
- [Current role and employment history](#)
- [Professional status](#)
- [Education and qualifications](#)
- [Personal statement](#)
- [References](#)
- [Ask for support if you have a disability or other needs](#)
- [Declarations](#)

You can shortlist or reject applications quickly and easily.

You also have the option to print or download the applications.



**In all of our
best interests.**

teaching-vacancies.service.gov.uk

Teaching 
Vacancies

Get in touch

If you have questions about using Teaching Vacancies to receive and manage job applications, please email us at teaching.vacancies@education.gov.uk.

We are always looking for ways to improve Teaching Vacancies, and welcome your feedback.

[Give feedback on Teaching Vacancies.](#)