

CHARTERED TEACHER OF HISTORY APPLICATION FORM

1. Contact Details (please complete all details in capital letters):

For Office Use Only

Membership No:

Date Joined:

Title	Forename(s):	Last Name :	
DOB:	Gender:	Nationality :	
Home address:			
Postcode:	Tel no.	Email address:	
Job Title:			
Employer/School:			
Work address:			
Postcode:	Tel no.	Email address :	
To which address should correspondence be sent (select as appropriate)? HOME / WORK			

2. Biography

Please provide a short biography (about 250 words) suitable for the website should you become elected as a Chartered Teacher of History

3. Declaration by the candidate

- I the undersigned wish to apply for the award of Chartered Teacher of History.
- I declare that the degree qualifications and experience as set out in this application are correct and that the documents submitted in support of my application have been prepared in accordance with the guidelines of the Historical Association.
- I do hereby agree that if I am elected as Chartered Teacher of History, I shall promote the interests and welfare of the Historical Association and observe code of conduct/terms and conditions so long as I shall continue to be a Fellow thereof.
- I further agree that I shall pay such dues as are required of me on or before the specified dates and in the manner prescribed by Council.

Signed	Dated
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4. Supporting information in receipt of your application

a) Referees

Please provide the name and contact information of two supporting referees. Where possible, one could be a Fellow of the Historical Association or an existing Chartered Teacher of History. In cases where this is not possible, it should be someone who can comment on your experience and level of expertise as a historian and teacher of history, for example a senior manager or academic tutor for those taking on higher level study. All references will be automatically requested. One of these referees should also provide a statement of 2-400 words in support of your application.

Name, position, address, email and tel no.

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b) Professional self-evaluation

The professional self-evaluation should be typed and not more than 1000-words in length, showing how all relevant activities you have undertaken in support of your application. The statement must explicitly demonstrate how your experience constitutes a case for becoming a Chartered Teacher of History. An inventory of work or a repeat of the Curriculum Vitae will not be sufficient. Please refer to the criteria and the notes on the application process for further details. The professional self-evaluation should be submitted along with this form as part of your application.

c) Continuing Professional Development Documents

A CPD log showing what history focused CPD has been undertaken is required. This can be submitted in any format but a template is provided.

5. Please provide declaration by present employer of your employment

I confirm that to the best of my knowledge the account of historical experience and expertise is correct. I have read and signed the supporting information.

Name	
Organisation	
Job title	
Length of time applicant has been known to me	
Signature	Email

6. Applicants for Chartered Teacher of History must pay a registration fee. Please choose one of the payment options below.

Online registration payment and membership (Please supply transaction ID).....

Online registration payment only (Please supply transaction ID).....

Cheque payment registration and membership (please enclose)

Cheque payment registration only (please enclose and supply existing membership no.)

.....

Visa/MasterCard/Delta/Switch Card number _____

Start date Expiry date _____

Switch Issue No.....

Signed Dated _____

Total payable with this Application (cheque, draft, credit card debit card) £ _____

(Payments can be taken over the phone)

Fees paid by (please tick as appropriate): Myself / Employer

8. Gift Aid

Please treat as Gift Aid donations all subscription payments and donations made

Today in the past 4 years in the future Please tick all boxes you wish to apply.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give. (Please note that if you claim the cost of your subscription as a professional expense in your tax return, you must not treat the subscription as Gift Aid).

9. Data Protection

The information you have given on this form will be held by the Historical Association on a computer in accordance with the Data Protection Act 1998, and will be used only in connection with your membership.

10. Application checklist (please tick)

- 2 copies of completed application form
- 3 copies of Professional Self Evaluation Report
- 3 Copies of CV

- Application Fee
- Details of 2 referees

- Record of CPD
- Additional evidence

Please return the completed form and all accompanying documents with your payment (where applicable) to: Mel Jones, Historical Association, 59a Kennington Park Road, London SE11 4JH
You can also complete your evidence electronically and upload this form to your online file upload as part of your application. Please email Mel Jones when your online application is uploaded and complete.