



APPLICATION FOR EMPLOYMENT – TEACHING STAFF

Please complete this form clearly in black ink. **A cv should not be submitted in place of the completed form.** A letter in support of your application should be attached. Please relate your experience to the requirements of the post and the details given in the person specification. You should read the enclosed Recruitment, Selection and Disclosure Procedure before completing this form.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST APPLIED FOR

PERSONAL DETAILS

Surname (block capitals)		Previous surname (if applicable)
Title (Mr, Ms, Mrs, Miss, Dr etc)	Other names in full	

Address	Telephone numbers:
	Home
	Work
	Mobile
Post code	E-mail
Date of Birth	

National Insurance Number
DfES Reference Number

FULL TIME EDUCATION

Secondary schools attended with dates

Examination results, including grades

Subject/level	Grade	Subject/level	Grade

University or other institution attended, with dates, and class of degree awarded

University	Dates	Subjects	Degree or certificate awarded

TRAINING AND DEVELOPMENT

Please provide details of any relevant training you have undertaken in the last 3 years.

Details	Dates

CURRENT EMPLOYMENT

Post held	
Employer	
Address	
Full or part time	Date appointed
Current salary/responsibility point	Notice required to terminate
Outline of current duties	

PREVIOUS EMPLOYMENT

Please list your full time and part time occupations, starting with the most recent.

Name of Employer	Post held	Dates	Salary grade	FT/PT	Reason for leaving

INTERESTS (eg music, sports, etc)

DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN

Due to the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the REHABILITATION OF OFFENDERS ACT 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended by the (Exceptions) (Amendment) Order 1986, and will require a CRB check to be undertaken. You are required to disclose any information you may have regarding any convictions against yourself regardless of when they occurred (which would otherwise be considered as “spent” in relation to this application). Any such information will be treated in strictest confidence and used only in consideration of the suitability of your application.

Have you ever been the subject of any investigation or enquiry into abuse or other inappropriate behaviour, or been convicted of a criminal offence?

If YES please give details on a separate sheet.

YES

NO

Have you ever been dismissed from a teaching post?

If YES please give details on a separate sheet.

YES

NO

REFEREES Please supply names and contact details of two people whom we may contact for references. One of them must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The school intends to take up references on all shortlisted candidates before interview.

Do you object to these referees being contacted before an interview? YES / NO Please circle your answer.

Name	Name
Status/position	Status/position
Address	Address
Post Code	Post Code
Telephone	Telephone
Email	Email
Fax	Fax

Canvassing, either directly or indirectly will disqualify a candidate from appointment.

DECLARATION

I declare that to the best of my knowledge and belief, all statements contained in this form are correct and understand that should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of employment.

I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signed Date

Note: Interview expenses will not be refunded to a candidate who declines a post which has been offered, or withdraws his/her candidature after interview.