CONFIDENTIAL

APPLICATION FOR EMPLOYMENT – TEACHING STAFF

Please either complete this form clearly in black ink or it may be submitted online. **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**
Do you have the right to work in the UK? Successful candidates will have to provide proof of their right to work in the UK. **Yes** **No**	

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/qualification awarded.

University/College	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 (please continue on a separate sheet if necessary). Please include reasons for any gaps in employment.

Name of Employer	Post held	Dates (Month & Year	Salary grade	FT/ PT	Reason for leaving

INTERESTS (e.g. music, sports, etc)

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.

Please note that any previous employed may be approached for information.

Name	**Name**
Status/position	**Status/position**
Address	**Address**
Telephone	**Telephone**
Email	**Email**

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. If you are shortlisted you will need to complete and sign a declaration for safeguarding purposes.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

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

DECLARATION

- **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.**
- **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.**
- **I consent to the School making direct contact with the people specified as my referees to verify the reference.**

Signed …… Date ……..

The information you have provided is required for selection and employment purposes. For further information regarding the use of your personal information, please visit: https://www.manchesterhigh.co.uk/privacy-policy