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| JFS SCHOOL : TEACHING POST APPLICATION FORM  * Pages 1-3 of handwritten applications should be completed using BLOCK CAPITALS. * ***Please refer to enclosed Guidance Notes for Sections 1, 4, 8, 9, 11, 12, 14, 15 and 17*** *(marked with an asterisk [\*].****and for further details on finalising your application.*** * Please email your completed application form to Amy McKenzie at [jfs@hays.com](mailto:jfs@hays.com) | JFSLOGO |

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| **APPLICATION FOR POST OF** | Teacher of English |

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| SECTION 1: PERSONAL PARTICULARS \* |

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| Surname |  | | Forename(s) |  | |
| Title | Mr  Mrs  Ms  Miss  Dr  Other      *(please select preferred title or specify in ‘Other’)* | | Former Surname(s) *(if applicable)* |  | |
| Address |  | | Home Tel. Number |  | |
|  |  | | Work Tel. Number |  | |
|  |  | | Mobile Tel. Number |  | |
| Postcode |  | | E-mail Address |  | |
| Date of Birth *(to verify identity)* | |  | National Insurance (NI) Number | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | | |
| Are you entitled to live and work in the UK? | | Yes  No | Do you require employer sponsorship to work in the UK? | | Yes  No |
| Do you require permission to live and work in the UK? | | Yes  No | If you have temporary permission, when does this expire *(dd/mm/yy)*? | |  |
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| SECTION 2: PROFESSIONAL PARTICULARS |

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| Do you hold Qualified Teacher Status (QTS)? | Yes  No | If YES, please give date of award |  |
| Have you successfully completed a period of induction in England/Wales? | Yes  No | Date completed induction year |  |
| Please give your Teacher Reference Number (e.g. 12/34567) | | |  |
| Are you subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC), prior to its abolition, or the National College for Teaching and Leadership (NCTL)? | | | Yes  No |
| If **YES**, please give full details on a separate sheet and enclose it in a sealed envelope. | | | |

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| SECTION 3: SECONDARY EDUCATION | | | | |
| Name and Location | Dates | | Examinations Taken | Results |
| of School/College | From | To |  | *(levels and grades)* |
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| SECTION 4: HIGHER OR FURTHER EDUCATION \* | | | | |
| Name of University/College | Dates | | Subjects Studied | Qualification(s) **and** |
| *(please state country, if not UK)* | From | To |  | level(s) and grade(s) |
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| **SECTION 5: PROFESSIONAL QUALIFICATION *(e.g. PGCE)*** | | | |
| Name of Establishment | Dates | | Name of Qualification or Teaching Diploma |
| From | To | *(if a PGCE, please state specialism)* |
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| SECTION 6: PERFORMANCE THRESHOLD | | | |
| Have you passed the Threshold? | Yes  No | If **YES**, please enclose a copy of your certificate or formal letter from your employer and confirm here: |  |

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| **SECTION 7: PRESENT TEACHING POST *(if any)*** | | | |
| Post Title |  | Full or Part-time Post | P/T F/T |
| Date Appointed  *(month and year)* |  | If Part-time, please state Proportion of Week |  |
| Name of School / Institution |  | If in UK, please state Spine Point *(e.g. MPS 3; UPSP 2)* |  |
| Type of School */* Institution |  | If in UK, please state Payscale *(e.g. Inner London, Outer London, Fringe, National)* |  |
| Country |  | Financial Value of Basic Salary | **£** |
| Student Roll |  | Financial Value of any Allowance for Additional Responsibility | **£** |
| Age Range |  | *Total Salary* | **£** |
| Reason for Leaving/ Wishing to Leave |  | | |

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| **SECTION 8: PREVIOUS TEACHING APPOINTMENTS IN CURRENT AND FORMER SCHOOLS** *(if any) \** | | | | | | | |
| Dates  *(month and year)* | | Post Title | School  *(please state name, type*  *and country)* | School Roll | Age Range | Total Salary | Reason for Leaving |
| From | To |
|  |  |  |  |  |  | **£** |  |
|  |  |  |  |  |  | **£** |  |
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| **SECTION 9: EMPLOYMENT OUTSIDE EDUCATION** *(if any)* **\*** | | | | | |
| Dates  *(month and year)* | | Post Title | Employer  *(please state name and country)* | Type of Work | Reason for Leaving |
| From | To |
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| **SECTION 10: OTHER INFORMATION / MEMBERSHIP OF PROFESSIONAL BODIES** |
| *Please provide any information related to commitments of a civic/judicial or similar nature. Please include any membership of professional bodies.* |

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| **SECTION 11: IN-SERVICE TRAINING \*** | |
| External Courses | *Cont:* |
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| School-based | *Cont:* |
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| SECTION 12: REFERENCES \* | | |
|  | First Referee | Second Referee |
| Title | Mr  Mrs  Ms  Miss  Dr  Other | Mr  Mrs  Ms  Miss  Dr  Other |
| Name | First Name:       Surname: | First Name:       Surname: |
| Position |  |  |
| Institution / Organisation |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone Number |  |  |
| Fax Number |  |  |
| Direct E-mail Address |  |  |
| In what capacity do you know the referee? |  |  |

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| **SECTION 13: ARRANGEMENTS FOR APPLICANTS WITH DISABILITIES** | |
| Do you have a disability of which the School should be made aware? | Yes  No |
| If you have answered **YES** to the above question and if there are special facilities that you would like us to provide, in order to help you attend or participate in an interview or to support you if offered this position, please give details here: | |

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| **SECTION 14: DECLARING AN INTEREST \*** | |
| Are you related to a student, member of staff or Governor of this School? | Yes  No |
| If **YES***,* please give details here: | |
| Do you have any business and/or financial interests which might conflict with the duties or responsibilities of this post? | Yes  No |
| If **YES***,* please give details here: | |

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| **SECTION 15: DISCLOSURE OF CRIMINAL RECORD** \* |

***Before answering the following questions, please read the information below and the accompanying Guidance Notes.***

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| Before answering the following question, please read Page 3 of the Application Guidance Notes regarding criminal offences that must be disclosed. Have you ever been convicted of any criminal offence which has to be declared for this rôle? | Yes  No |
| Have you ever been disqualified from working with children and/or included on the Children’s DBS Barred List (formerly List 99), which names those who may not be employed in schools? | Yes  No |
| If you have answered **YES** to either of the above questions, the details must be listed on a separate sheet of paper, together with any relevant cautions or bind-overs, pending criminal convictions, any pending criminal actions or court hearings against you and enclosed with this form in a sealed envelope marked ‘confidential’ (details should include the offence, date and penalty). Disclosure of a criminal background will not necessarily debar you from employment – this will depend on the nature of the offence(s). The School is committed to the protection and safety of children and young people and expects all staff to share this commitment. The successful applicant will be subject to pre-employment checks, including an Enhanced Level Disclosure and Barring Service (DBS) clearance. | |
| **Failure to declare any relevant convictions may disqualify you from an appointment or result in summary dismissal if the discrepancy comes to light.** | |

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| **SECTION 16: ADVERTISING MONITORING** | | | | |
| Where did you find out about this position? | a) Website |  | Please give name of website | |  |  | | --- | --- | |  |  | |
| b) Newspaper |  | Please give name of newspaper | |  |  | | --- | --- | |  |  | |
| c) Other |  | Please give further details | |  |  | | --- | --- | |  |  | |

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| SECTION 17: SUPPORTING STATEMENT \* |

***Before completing this section, please read the information in the accompanying Guidance Notes. Please use this space ONLY.***

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| SECTION 18: DECLARATION | | | |
| I confirm that the information given on this form is, to the best of my knowledge, true and complete. *(Any false statement may be sufficient cause for rejection or, if appointed, dismissal.)* | | | |
| Signature |  | Date |  |

**Thank you for your interest in JFS School. Please email your completed application form to Amy McKenzie at** [**jfs@hays.com**](mailto:jfs@hays.com) **To discuss this application further, please call Amy McKenzie on 020 3818 7041.**