

# CLAREMONT HIGH SCHOOL ACADEMY

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# Application for Teaching Appointment

This form must be filled in by the Candidate in **BLACK** ink in his/her own handwriting and returned in accordance with the instructions contained in the advertisement or form of notification. Applicants will be short listed, interviewed and selected by the Governors of the school.

# ONCE COMPLETED, PLEASE RETURN THIS FORM TO: Human Resources

Claremont High School Academy, Claremont Avenue, Kenton, Harrow, HA3 OUH

Tel: 0208 204 4442 Fax: 020 8204 3548

**POST APPLIED FOR** ………………………………………………………………....BLOCK CAPITALS Please

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| **PERSONAL** | Suriname Forename Title |
| Address |
| Postcode |
| Telephone: Home Work Mobile |
| E-mail |
| DFES Registered No. National Insurance No. DBS No. |

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| **QUALIFICATIONS** | DEGREES OBTAINED | Class (if any) | Principal subjects | Subsidiary | Dates |
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| TEACHER’S CERTIFICATE or DIPLOMA | Class (if any) | Principal subjects | Subsidiary | Dates |
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| ANY OTHER EXAMINATION PASSED AND/OR PROFESSIONAL QUALIFICATIONS OBTAINED SINCE LEAVING SCHOOL  *(including professional membership)* | | | | |

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| **EDUCATION** | SCHOOLS Give name and type of each school where educated, with inclusive dates and  examinations passed (since the age of 16) | | | From | To |
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| UNIVERSITY and/or COLLEGE | Course taken | Full or Part-time |  |  |
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| TEACHER TRAINING College or Dept. |  |  |  |  |
| Main subjects and age-range  for which you are trained |  | | | |
| PROBATION  a) Have you satisfactorily completed your probationary periods in England or Wales YES / NO  *(delete as necessary)*  b) If YES, with which Authority? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

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| **PRESENT POST** | Full Name, Address and type of school/college, and pupils’ age range |
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| In case of schools, give number of pupils and state whether Boys, Girls or Mixed |
| Date of Appointment |
| Position held and grading of post |
| Main subjects taught |

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| **CURRENT AND PREVIOUS EMPLOYMENT** | PREVIOUS TEACHING POSTS  Name, size and type of School and Authority  *(State whether Boys, Girls or Mixed)* | Position held | Appointment | | | | Service | | |
| Began | | Ended | | Yrs | | Mths |
| FULL TIME |  |  | |  | |  | |  |
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| PART-TIME |  |  | |  | |  | |  |
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| EMPLOYMENT OTHER THAN TEACHING – Give full details and dates | | | | | | | | |
| Employer | Position held | | Full/Part-time | | From | | To | |
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| **GENERAL** | How many days sick have you had over the last 2 years? \_\_\_\_\_\_\_\_\_\_\_\_\_  If more than 10 days, please comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are you registered disabled? YES NO  If YES, please provide your registration number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Are you required to have an UK Visa / Work Permit to teach? YES NO    If YES, do you have a valid Visa / Work Permit to teach? YES NO |

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| **EXPERIENCE AND SPECIAL QUALIFICATIONS** | ADDITIONAL INFORMATION  Candidates are invited to give additional information in support of their application. Such information might include any courses attended over the past five years. Please keep such information brief and use sub-headings to indicate the main areas.  *You may continue on a separate sheet if you wish.* | |
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|  | **You are required to produce your Passport, proof of address and documents at the interview** | |
| **REFERENCES** | All references must be from UK Residents only  Please give details of two referees resident in the UK of whom confidential enquiries may be made.  One referee should be from your current or most recent employer or your current educational establishment.  References are taken up before interview as part of short-listing potential candidates. | |
| **1.**Name and Title  Address:  <Tel:____________________________________> Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *Please indicate if you do not want your referee to be contacted prior to offer* |
| **2.**Name and Title  Address:  <Tel:____________________________________> Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *Please indicate if you do not want your referee to be contacted prior to offer* |

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| Personal Interest | Do you know or are related to any student, employee, governor, or councillor past or present, of Claremont High School Academy or London Borough of Brent **YES / NO**  If YES, please give brief details  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Do you have an interest in any company or organisation that could be considered a conflict of interest **YES / NO**  If YES, please give brief details  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Convictions** | By virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, spent convictions, cautions or bindings-over **MUST** be disclosed. Please, therefore, give details below of any criminal convictions, cautions or bindings over. If you have had no convictions, cautions or bindings-over, please write ‘**NONE**’. Candidates are assured that information regarding spent convictions, cautions or bindings -over will not necessarily disqualify them from consideration. In the event of employment, any failure to disclose such convictions, cautions or bindings-over may result in summary dismissal or disciplinary action by the Governors. |

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|  | Please check all the information provided by you on this Application Form is accurate.  **All information will be treated in the strictest confidence and will be used only for this job application.** |
| **Declaration** | When could you take up your duties if appointed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment. Failure to disclose information or providing deliberate false information may result in disciplinary action being taken.  Signature of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |







### claremont avenue, kenton, harrow, ha3 ouh

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#### headteacher f.t. molloy