



This form should be sent with a **handwritten** letter giving a personal statement and applying for the post. Even if a personal CV is attached section 3 must be completed. Any gaps in employment should be explained in the accompanying letter.

1. Personal Details			
Position applied for:		As advertised in:	
Surname:	Forenames:		
Mr/Mrs/Miss/Ms/Other:			
Nl number:	Previous Surname (s) or other names.	DfE No. (if applicable)	
Permanent address:		Address to which correspondence should sent (if different):	
Daytime Telephone No.:			
Mobile Telephone No.:			
E-mail address:			
Age group and/or subjects you are qualified to teach:		Date you are able to commence duty:	

2. Education and training			
(a) Secondary Education			
Name of School/6 th form college:	From	To	
Qualifications/examinations passed:			
Name of qualifications/examination	Subject	Grade	Date obtained
GCSE or equivalent:			
A level or equivalent:			
(b) Further/higher education			
Name of college(s)/university(ies)	Full or part time	From	To
Name of qualifications/examination	Main subject	Subsidiary subjects	Date obtained
Hons/Ordinary (delete as appropriate) Class.....Div.....			
(c) If any course you have taken has been extended beyond the normal period, state reason and period of extension:			
(d) Courses attended and other qualifications obtained, since leaving college/university:			
Full-time:			
Part-time:			
Please include details of any recent in-service courses with your accompanying letter / CV.			

3. Employment**Any gaps in employment should be explained in your attached handwritten letter.****(a) Present (or most recent) teaching post – you MUST fill this section in.**

Name and address of current / most recent school	Position held	Scale of post and current salary	Main age group or subject taught	Dates
				Appointed: Month: Year: Resigned: Month: Year:
Type of school: Maintained / independent Age range:	No of pupils in school:	Details of any special responsibilities:		

(b) Previous employment – teaching (arranged in chronological order, list full time posts first)**Any gaps in employment must be explained in your accompanying letter. If you attach a full CV this section may be omitted.**

Name, type and size of school (Please give full address)	Position held (including special posts if any) state full or part time	Scale of post and salary. Please state any allowances received	Age group or main subject taught	From Month and year	To Month and year

(c) Other work experience

Name of employer	Nature of employment (full/part time?)	From	To

4. References

Please give three referees who can comment on your suitability for the post, one of which should be your current employer and at least one other should be professional. Friends or relatives should not be given as referees. We will approach referees prior to interview.

1) Name:
Status:
Address:

Tel.:

E-mail:

2) Name:
Status:
Address:

Tel.:

E-mail:

3) **Name:**
Status:
Address:

Tel:

E mail:

5. Activities and interests:

DECLARATION

Please read this carefully and make sure that you have answered each question correctly. Providing false information is an offence under Safeguarding Children legislation.

a) I confirm that the information on the form is accurate. I understand that I will need to verify my academic and professional qualifications with the original certificates, provide references acceptable to the school and have an acceptable DBS report before any appointment can be confirmed.

b) I **am /am not** a British National.

Complete if appropriate:

I am not a British National but am entitled to work in the United Kingdom for(years and months)
under.....

(please give visa/permit details and bring this with you if you are invited to interview)

and I have a certificate of good conduct or equivalent from my home country. **Yes/No**

c) I understand that this post is exempt from the Rehabilitation of Offenders Act 1974 and if appointed I will need an Enhanced Certificate of Disclosure from the DBS, and I am content that such a check is carried out. I have no previous convictions, cautions or bind overs or cases outstanding and no current entry on list 99 / DBS barred list, or other disqualification. (If you have any concerns about this or any outstanding cases you may attach a letter to the Headmistress marked 'Confidential' with your application.) I understand any appointment can only be confirmed once a DBS certificate and references are received that are satisfactory to the School.

e) I confirm that I have UK Qualified Teacher Status - QTS - or equivalent. (If 'equivalent' please give details) and will bring confirmation of this if invited to interview. **Yes/No**

Signature:

Date:

Please return the completed application form to: **Hawkesdown House School, 27 Edge Street, London, W8 7PN**
or admin@hawkesdown.co.uk.