Employment Application Form

Head of Derby Grammar School

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| Applicant first initial and surname: |  |

Completing your application form

* Please complete the application form electronically in full. Note that you are not limited by the size of the answer boxes, they will expand as you complete.
* Save your completed form as a PDF.
* Please also send a supporting letter stating your motivation for applying and the detail of how
* you meet the required criteria as outlined in the person specification addressed to Tim Wilson,
* Chair of Governors.
* The completed form should be returned to the Head of Marketing the closing date of the advertised position – 22 September, 2017.
* When completed, this form should be posted to:

Jenny Baldwin  
Head of Marketing & Development  
Rykneld Road, Littleover, Derby, DE23 4BX

or emailed to:

[marketing@derbygrammar.org](mailto:marketing@derbygrammar.org)

1. Personal information

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| --- | --- |
| Title: | Surname: |
| Initial of Forename(s): |
| Current address: | |
| Postcode: | |
| Previous address: *(if resident at current address for less than five years, please provide previous addresses during this period)* | |
| Tel No (Home): | |
| Tel No (Work): | |
| Mobile No: | |
| Email: | |
| *Note: Some e-mail accounts have high security settings so, to ensure we can respond to you, please make sure the domain @derbygrammar.org is on your safe senders list.* | |
| DfE Reference No: | |
| Do you have Qualified Teacher Status (QTS)? Yes/No *(delete as appropriate)* | |
| Do you require a work permit to work in the UK? Yes/No *(delete as appropriate)*  If Yes, please indicate the type of permit required:  Permit number:  Expiry date *(if you already have a work permit)*: | |
| Please provide any information we need to know at this stage in your application relating to your health. For instance, if invited to interview would you need any particular arrangements such as a communicator or any special equipment? | |

1. Education and qualifications

*(GCSE/O-Levels grades are not required from applicants for teaching posts)*

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| --- | --- | --- | --- | --- |
| Senior school(s) | A Levels (or equivalent) awarded | Year awarded | Subject/area of study | Class/Grade |
|  |  |  |  |  |
| Other achievements/interests at school: | | | | |

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| --- | --- | --- | --- | --- | --- |
| University or other Higher Education Institution | Dates | | Year awarded | Degree and Awarding Body | Class |
| From | To |
|  |  |  |  |  |  |
| Other achievements/interests at university: | | | | | |

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| --- | --- | --- | --- |
| Other awards, qualifications or CPD | | | |
| College or Institution | Dates | | Award/Course Title and Qualification |
| From | To |
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| If any course you have taken has been extended beyond the normal time period, please state the reason and period of extension. |

1. Employment history

This information is required in accordance with official guidance from DFE (Safeguarding Children: Safer Recruitment and Selection in Education).

Please supply, **giving details of current employment first**, details of all employment, self-employment and any periods of unemployment since the age of sixteen. Please give in each case the reasons for leaving each employment.

For any teaching posts held, please give information about age range, subject(s) taught and the title of any posts held.

Please provide, where appropriate, explanations for any periods not in employment in Section 4.

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| --- | --- | --- | --- |
| **Current position** | | | |
| Dates of Employment | | Name and address of  employer | Job Title and brief summary of main responsibilities |
| From | To |
|  |  |  |  |
| Type of school, including age range. Number of pupils, boarding, day, co-ed etc | | | |
| Current total gross annual salary: | | | |
| Is any responsibility payment, boarding allowance, London weighting or equivalent included in your gross salary? If so, please give details: | | | |
| Notice period: | | | |

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| **Previous positions – starting with the most recent** | | | |
| Dates of Employment | | Name and address of  employer | Job Title and brief summary of main responsibilities |
| From | To |
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1. Gaps in employment

Please give details of any gaps in employment since leaving full-time education.

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| --- | --- | --- |
| Start date | Finish date | Reason |
|  |  |  |

1. Interests and activities

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| Please tell us about any interests, hobbies or activities in which you are involved. Please indicate any activities that you would like to offer as your extra-curricular contribution (including Games) and indicate standard, where appropriate. |
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1. Your interest in this post

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| Please use this section to give your reasons for wanting to take up this post at Derby Grammar School. Please state why you are applying and what particular attributes, qualities or special areas of interest or expertise you would bring to it. Please refer to the details of the role and person specification advertised to give clear examples of your suitability for this role. |
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1. Career satisfaction

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| What have you most enjoyed about your career to date? |
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1. Referees

Please provide the contact details of three referees. One referee should be your current or most recent employer.

Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.

Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.

Note: We may wish to take up references for applications before interview unless you request that we should not do so. Please indicate yes or no in the [ ] alongside each name.

Please note that referees may be contacted by telephone and will be invited to submit confidential written references.

First referee

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| --- |
| Name [y/n]\*: |
| Job title: |
| Professional relationship to applicant: |
| Address:  Postcode: |
| Telephone No: |
| Email address: |

Second referee

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| --- |
| Name [y/n]\*: |
| Job title: |
| Professional relationship to applicant: |
| Address:  Postcode: |
| Telephone No: |
| Email address: |

Third referee

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| --- |
| Name [y/n]\*: |
| Job title: |
| Professional relationship to applicant: |
| Address:  Postcode: |
| Telephone No: |
| Email address: |

1. Pre-employment checks

All offers of employment are made subject to the receipt of references satisfactory to the School, proof of qualifications (where relevant), proof of eligibility for employment and a decision based on an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

In addition, the School reserves the right to require satisfactory medical clearance.

1. The welfare, protection and safety of pupils

Derby Grammar School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced disclosure from the CRB.

As part of our selection process short-listed candidates should expect us to seek to clarify any anomalies or discrepancies in the information provided by them or arising from their references. The interview process will explore candidates’ suitability for working with children and their previous experience in such roles.

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| CHILDREN’S ACT, 1989  The *Children’s Act, 1989* places a statutory obligation on schools to safeguard and promote the welfare of children attending them. Accordingly, the Governors of Derby Grammar School require all new appointees to provide the following information.  Has the Secretary of State for Education ever issued you with a personal warning or caused your name to be included on the Children’s Barred List which names those who may not be employed in schools? Have you been disqualified from working with children or vulnerable adults or been subject to sanctions imposed by a regulatory body?  YES/NO (Please delete as appropriate) |

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| REHABILITATION OF OFFENDERS ACT, 1974  The post for which you are applying involves substantial opportunity of access to children. It is exempt from the *Rehabilitation of Offenders Act, 1974*. You are therefore required to declare any convictions, cautions or bind-overs you may have had, regardless of how long ago and even if they would otherwise be regarded as ‘spent’ under the Act. You are also required to declare any outstanding cases(s) against you.  You should be aware that the School will institute its own checks with the Disclosure and Barring Service and the DfE. Please submit information in confidence, enclosing details in a separate sealed envelope which will be seen only by the Headmaster. Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if a discrepancy comes to light.  **I have nothing to declare / I enclose a confidential statement**  *(Please delete one of the statements, as appropriate)* |
| CONNECTIONS TO DERBY GRAMMAR SCHOOL  Do you have any family or close relationship to Derby Grammar School or its employees, teaching staff or governors?  YES/NO (Please delete as appropriate)  If yes, please provide details: |

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| I hereby certify that the statements on this form are correct and that no material information is omitted. |
| Surname: |
| Signed: |
| Date: |