

**Application Form for an Academic Position**

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| **Position Applied For** |  |

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| **Section 1: Personal Details** |
| Title: | First name: | Surname: |
| Date of birth: | Preferred name: | Former name: |
| Address: | Passport number: |
| Nationality: |
| Telephone number: | Skype: | Email address: |
| Details of teaching qualifications: | Teacher’s reference number: |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of North London Collegiate School? If so, please provide details. |

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| **Section 2: Education & Professional Qualifications** (Most recent first) |
| Name of institution | Date (from/to) | Examinations/Awards |
| Subject | Level | Result | Date | Awarding body |
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| **Section 3: Current Employment** |
| Current or most recent employer: | Date employment started: |
| Current or most recent employer’s address: | Date employment ended: |
| Current or most recent job title: |
| Brief description of duties: |
| Current salary: | Reason for seeking other employment: |
| Date available to take up new position: |

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| **Section 4: Previous Employment** (please clearly explain reasons for any breaks in employment) |
| Dates (from/to) | Name and address of employer | Position held and/or duties | Reason for leaving |
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| **Section 5: Family details** |
| Name of spouse: | Spouse’s profession: |
| Spouse’s nationality: | Spouse’s date of birth: |
| Is your spouse seeking employment with the school: | Details of children: |

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| **Section 6: Hobbies and interests** |
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| **Section 7: Professional development**Please provide details of any professional development or training that you have received which you consider to be relevant to the role for which you have applied. |
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| **Section 8: References**Please supply the names and contact details of two people who we may contact for references. One of these must be your current or Line Manager or equivalent. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. No referee should be a relative or someone known to you solely as a friend.  |
| Referee 1 | Referee 2 | Referee 3 |
| Name: | Name: | Name: |
| Position: | Position: | Position: |
| Address: | Address: | Address: |
| Email: | Email: | Email: |
| Telephone: | Telephone: | Telephone: |
| Can we contact your referees before interview? |

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| **Section 9: Criminal records** |
| An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the CRB or relevant criminal record search being undertaken in your country of residence. If you are successful in your application you will be required to complete a Criminal Records Bureau Disclosure Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Bureau (a copy of which is available from the School on request).If yes to any of the following, please provide full details in the space provided |
| Have you been arrested, prosecuted, or convicted for a criminal offence?  |
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| Is there any relevant court action pending against you?  |
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| Have you ever received a caution, reprimand or final warning from the police?  |
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| **Section 10: Declaration** |
| * **I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.**
* **I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.**
* **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 processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**
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| Signed |  | Date |  |