

PRIVATE AND CONFIDENTIAL

**APPLICATION FORM FOR TEACHING STAFF**

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| **1. Personal**  Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Previous surnames \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Forenames\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Post code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Teacher number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ National Insurance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone no. (home):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  UK driving licence YES / NO |

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| **2. Present (or most recent) position**  Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_start date\_\_\_\_\_\_\_\_\_\_\_leaving date\_\_\_\_\_\_\_\_\_\_  School/College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Age range\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number on roll \_\_\_\_\_\_\_\_\_\_\_\_\_ Co-Ed / Single sex    Salary Scale/Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Description of role |

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| **3. Education and Qualifications** **A) Secondary Education** | | | |
| Name of School/College | From | To | Qualifications obtained  *(please indicate level, awarding body, subjects, grades and dates awarded)* |
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| **B) Further, higher and professional education** | | | |
| Name of University/College | From | To | Qualifications obtained  *(please indicate level, awarding body, subjects, grades and dates awarded)* |
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| **4. In-Service Education** (please state involvement in the last five years appropriate to your application) | | | |
| Date of Course | Length of Course | Details of Course | By whom provided |
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| **5. Previous employment** (including periods of part-time and voluntary work, as well as explanations for periods when not in employment). | | | | | | |
| Employer | Position | From  Month Year | | To  Month Year | | Reason for leaving |
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| **6. Subjects taught:** |

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| **7. Statement of relevant personal qualities and experience:** |
| **8. Other interests** | |

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| **10. Referees**:  We will seek references on shortlisted candidates prior to interview. Please list names, addresses, email addresses and telephone numbers of two people from whom reference may be sought. Please indicate any professional relationship and how long they have known you. **You must include your current or most recent employer** but a reference will not be sought until an offer of employment has been offered and accepted. If you are not currently working with children, but have done so in the past, please include your most recent employment with children. |
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| **Please note:**  If you are currently working with children, on either a paid or voluntary basis, your employer will be asked about any disciplinary offences or child protection concerns relating to children, including any in which the penalty is deemed to have expired. If you are not currently working with children, but have done so in the past, your previous employer will be asked about these issues. |

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| **11. Rehabilitation of Offenders:** This post is exempt from the Rehabilitation of Offenders Act of 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared. Please see separate form. |

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| **12. Links with Cumnor House:**  Please give details of any family links or close relationships to existing employees or employers (including governors) at the School. |

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| **Consent and Declaration:**  If appointed, I consent to an enquiry by the School to the Disclosures and Barring Service (DBS), at enhanced level, to ensure that my name does not appear on their lists, and to the NCTL to ensure that I have not been prohibited from teaching by the Secretary of State.  As far as I am aware I am physically and mentally fit to carry out all the duties associated with the post (see Pre-Interview Medical form below)  I declare that the information given on this form is to the best of my knowledge correct and complete:  Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I know that I have a responsibility to declare if I know of any member of my household who has a conviction or is barred from working with children and that I must provide their names  here: ……………………………………………………………………………..  If you know of no-one, please tick here ( )  Name and Signature ………………………………Date…………………………..  **PROVIDING FALSE INFORMATION IS AN OFFENCE AND COULD RESULT IN YOUR APPLICATION BEING REJECTED, OR SUMMARY DISMISSAL IF YOU HAVE BEEN SELECTED, AND POSSIBLE REFERRAL TO THE POLICE.** |

Applications should be sent to:

Mrs Teresa Mockridge, HR Manager

Cumnor House Sussex

London Road,

Danehill,

Haywards Heath,

West Sussex

RH17 7HT

tmockridge@cumnor.co.uk



**CUMNOR HOUSE SUSSEX**

**MEDICAL FORM FOR THE PREPARATION OF YOUR INTERVIEW VISIT**

1. Do you have any medical condition, food allergy or other disability of which we should be aware in preparation for the day of your interview?

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2. The school is an equal opportunities employer. Please provide details, or tell us about, any specific learning difficulty, medical condition or other disability which may require additional support in order for you to undertake this job should you be selected.

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| Signed. ……………………………………………… | Date…………………………………. |
| Name: |