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| **GREY COURT SCHOOL** Description: Master GCS Logo BlueAPPLICATION FOR ATEACHING APPOINTMENT |
| * Please use BLACK ink if you are completing by hand.   **Do not submit a Curriculum Vitae (C.V.) as an alternative to any part of this form.** |

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| **1** | DETAILS OF JOB APPLIED FOR |

PLEASE TICK THE BOX IF YOU ARE A NEWLY QUALIFIED TEACHER (N.Q.T.) OR IF YOU ARE COMPLETING YOUR TRAINING:

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| Post applied for: | **Please return the completed form to:**  Kathy Welton  Grey Court School  Ham Street  RICHMOND  TW10 7HN  [cwelton@greycourt.org.uk](mailto:cwelton@greycourt.org.uk) |

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| **2** | PERSONAL DETAILS | | | | | | | | | | | |
| Last name | | | |  | | | | | | | | |
| First and other name(s) | | | |  | | | | | | | | |
| Title | | | | Mr/Mrs/Miss/Ms/Other | | | | | | | | |
| Previous last names used | | | |  | | | | | | | | |
| **B** | |  | |  | | | | | |  | |  |
| National Insurance Number | | | |  | | | | | | | | |
|  | |  | |  | | | | | |  | |  |
| Address | | | |  | | | | | | | | |
| Post Code | |  | | | | | | |
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| Email address | | | |  | | | | | | | | |
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| Telephone numbers | | | Home |  | | | | Work | | |  | |
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|  | | | Fax Number |  | | | | Mobile | | |  | |
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| Present nationality | | | |  | | | | | | | | |
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| Are you subject to any conditions relating to your employment in this country? | | | | YES  NO | | | | If YES, please give full details with dates | | | | |
| **Under the Asylum and Immigration Act 1996 (Section 8 Amended 1 May 2004) all successful applicants will be required to produce evidence of their right to work in the United Kingdom.** | | | | | | | | | | | | |
| **NOTE:** Successful candidates will be required to complete a medical questionnaire (and may be asked to attend a medical examination), and will also be subject to an enhanced Criminal Records Bureau Check.  **If you are selected for interview, we will contact your referee prior to interview**. | | | | | | | | | | | | | |

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| **3** | TEACHER STATUS | | |
| Are you recognised by the Department for Education and Skills as a qualified teacher in this Country? | | YES  NO | If yes, please give date of recognition: |

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| Have you successfully completed a period of induction as a qualified teacher in this Country, as required by the Department for Education and Skills? | YES  NO | GTC / Department for Education and Skills number:       / |
| If you need confirmation of your registration number please telephone “Teachers Pensions’’ on 0845 6066166 | | |

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| 4 | EMPLOYMENT HISTORY |
| **Please give details as this section is used for salary assessment purposes** | |

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| **CURRENT OR MOST RECENT EMPLOYER** (if applicable) - Please state name of school / college and pupil roll if applicable. | | | | | | | | | | | | | | |
| Name and address | | |  | | | | | | | | | | | |
| Post Code | | |  | | | | | | | | |
| Job Title | |  | | | | | | | Dept/School | | |  | | |
| Date appointed | |  | | | Grade/Pay Scale | | | |  | | | Annual Salary |  | |
| Allowances | Management | | | |  | | Special Needs | | | |  | Recruitment & Retention | |  |
| Notice Required | | | |  | | | | Reason for leaving | |  | | | | |
| Date of Leaving (if not current employer) | | | |  | | | |

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| **PREVIOUS EMPLOYMENT** – List in date order (most recent first) including temporary work. Please account for all gaps in employment history since leaving full time education. | | | | |
| Name and address of previous employers. Please state name of school / college and pupil roll if applicable. | Position held and grade if applicable | From  Month / Year | To  Month / Year | Reason for leaving |
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| Please continue on a separate sheet if necessary | | | | |

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| **5** | EDUCATION / QUALIFICATIONS | | | | |
| Please state name of Secondary School/College/University attended, professional qualifications and in-house courses. List membership of professional institutes if required. | | | | | |
| **POST 16 QUALIFICATIONS** e.g. A Level or equivalent | | | | | |
| Name of school / college | | Subject | Qualifications | Grade | Dates attended |
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| **HIGHER EDUCATION AND PROFESSIONAL QUALIFICATIONS** | | | |
| Name of College / University | Qualification | Grade / Class if applicable | Date |
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| **TRAINING**  Please give details of relevant training which supports your application. | | |
| Dates | Duration | Title of training programme / course and brief description |
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| **6** | SUPPORTING INFORMATION |
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| Please include your supporting statement here and/or attach separate sheets in support of your application. Your supporting statement should address all of the selection criteria for this post, and should be no more than two additional sides of A4 paper.  **Please note we do not accept C.V.s.** | |

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| Please continue on separate sheets of paper if necessary |

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| **7** | REFERENCES |
| Please give the name and address of two people who can provide a reference for you. These should be your current or most recent employer (include your own school or college staff if you have no previous employment history). Please do not give friends or relatives as referees. If we receive references that are not satisfactory, we will contact you to request additional referee details. | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | |  | | | | Name | |  | | | |
| Job Title | |  | | | | Job Title | |  | | | |
| Capacity in which  known to you | | | | |  | Capacity in which  known to you | | | | |  |
| Organisation | | |  | | | Organisation | | |  | | |
| Address | |  | | | | Address | |  | | | |
|  |  | | | | |  |  | | | | |
|  |  | | | | |  |  | | | | |
| Telephone No. | | | |  | | Telephone No. | | | |  | |
| Fax No. | | | |  | | Fax No. | | | |  | |
| E-mail address | | | |  | | E-mail address | | | |  | |
| **If you are selected for interview, we will contact your referee prior to interview**. | | | | | | **If you are selected for interview, we will contact your referee prior to interview.** | | | | | |

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| **8** | **REHABILITATION OF OFFENDERS ACT 1974 (EXEMPTIONS ORDER) 1986 AND CRIMINAL RECORDS BUREAU (CRB)** |

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| Have you ever been convicted of a criminal offence? | | Yes  No |
| This School operates checking procedures in accordance with the Home Office Circular 86/44 DES Circular 4/86. If you are selected for appointment you may be subject to these procedures. | | |
| Do you already hold a current Criminal Records Bureau – Enhanced Disclosure Certificate? | | Yes  No |
| If Yes, please give date of issue: |  | |

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| **9** | **DISABILITY DISCRIMINATION ACT (DDA) 1995** |

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| The DDA protects people with disabilities from unlawful discrimination. If you tell us that you have a disability we will make reasonable adjustments to your working environment and to your work arrangements and practices, if it is reasonable for us to do so. | | |
| Do you consider yourself to have a disability? | Yes | No |
| If Yes, please describe your disability: |  | |

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| If you are invited to an interview and you believe that we should make reasonable adjustments for you please describe what will be required: | | | | | | |
| a. | At the interview | | |  | | |
| b. | In the work place  (if appointed) | | |  | | |
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| **11** | DECLARATION | | | | | |
| I declare that the information given in this form and any other accompanying documents is true and correct and I understand that any omissions or false statements on this form may justify my dismissal from the school’s employment. | | | | | | |
| Applicant’s signature | | |  | | Date |  |
|  | |  | | |  |  |
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| **12** | **GREY COURT SCHOOL**  **EQUAL OPPORTUNITIES POLICIES - STATEMENT OF INTENT** | | | | | |
| EMPLOYMENT POLICY | | | | | | |
| Grey Court School defines itself as an Equal Opportunities Employer and we are working towards equality and diversity. The School is actively opposed to all forms of unfair discrimination and is therefore committed to the principle that no job applicant or employee shall be discriminated against on the grounds of gender, marital status, being a lesbian or gay man, age, religious beliefs, HIV status, disability (covering sensory and physical disabilities, learning difficulties and mental health status) and race, colour, nationality or ethnic origin. | | | | | | |
| **SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS STATEMENT** | | | | | | |
| Grey Court School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. | | | | | | |

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| **14** | MONITORING INFORMATION |
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| This page is removed from the application form prior to shortlisting and interview. The information on this page will be entered onto a computerised database to produce Grey Court Schools’ recruitment and selection monitoring reports. Please complete all information requested. | |

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| **1.** | **Gender** | |  | | **3.** | Age Group | | | | |
|  |  | Female |  |  |  | 16-17 |  |  | | |
|  |  | Male |  |  |  | 18-20 |  |  | | |
| **2.** | Religion | | | |  | 21-24 |  |  | | |
|  | Christian |  |  |  |  | 25-30 |  |  | | |
|  | Buddhist |  |  |  |  | 31-49 |  |  | | |
|  | Hindu |  |  |  |  | 50-64 |  |  | | |
|  | Jewish |  |  |  |  | 65+ |  |  | | |
|  | Muslim |  |  |  | **4.** | I consider myself to have a disability | | | | |
|  | Sikh |  |  |  |  |  | | | Yes |  |
|  | None |  |  |  |  |  | | | No |  |
|  | Other (Please Specify) |  | | |  |  | | |  |  |

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| **5.** | **Ethnic Origin**  Please tick one box in this section | |  |  |  |  |  |  |  |
| **A.** | **White** | British |  | 01 | **C.** | **Mixed** | White & Black Caribbean |  | 21 |
|  |  | Irish |  | 02 |  |  | White & Black African |  | 22 |
|  |  | Albanian |  | 0B |  |  | White & Asian |  | 23 |
|  |  | Other specify below |  | 03 |  |  | Other specify below |  | 24 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **B.** | Asian or | Indian |  | 41 | **D.** | Black or | Caribbean |  | 61 |
|  | Asian British | Pakistani |  | 42 |  | Black British | African |  | 62 |
|  |  | Bangladeshi |  | 43 |  |  | British |  | 63 |
|  |  | Asian British |  | 44 |  |  | Other specify below |  | 64 |
|  |  | Afghan |  | 4B |  |  |  |  |  |
|  |  | Other specify below |  | 45 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **E.** | **Chinese or** | Chinese |  | 81 |
|  |  |  |  |  |  | **Other** | Vietnamese |  | 8B |
|  |  |  |  |  |  |  | Middle Eastern |  | 8C |
|  |  |  |  |  |  |  | Other specify below |  | 82 |
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| **6.** | **Job Advertisement:** I heard about this job through: | | | |
|  | Website |  | State Website name |  |
|  |
|  |
|  | Advertisement |  | State title of publication |  |
|  |
|  | Other |  | Please describe |  |
|  |