Heckmondwike Grammar School



High Street

West Yorkshire WF16 0AH

#### Tel: 01924 402202 Fax: 01924 418318

www.heckgrammar.co.uk recruitment@heckgrammar.co.uk

Head Teacher: Mr N D Bulley

***Please ensure all sections of the form are completed***

|  |  |
| --- | --- |
| Application for the post of: Subject Leader - English | |
| Personal Details: (please use block letters) | |
| Title: Surname: First Name(s):  Previous Names (if applicable): | |
| Address:Postcode: | |
| Telephone (home): (work): (mobile): | |
| Email: NI Number: | |
| Department of Education Ref No:RP | Where did you find out about this vacancy? |
| Do you hold Qualified Teacher Status? Yes/No | |

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| --- | --- | --- | --- |
| Education/Training/Other Qualifications: | | | |
| Secondary Education: | | | |
| **Institute Name** | **Subject(s) & Level** | **Grade** | **Date Awarded** |

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| --- | --- | --- | --- | --- | --- | --- |
| Further & Higher Education: | | | | | | |
| **Institute Name** | **Subject(s) & Level** | **Grade** | | | | **Date Awarded** |
| ***Other relevant qualifications:*** | | | | | | |
| **Institute Name** | **Subject(s) & Level** | **Grade** | | | | **Date Awarded** |
| Details of current or most recent post: | | | | | | |
| Name & Address of School/College, type of Institution | Post Held & Scale | | Date (from/to) | | | Current Salary |
|  |  | |  | |  |  |
| Other teaching experience: | | | | | | |
| Name of School/ College & type of Institution | Post Held & Salary | Date (from/to) | | | | Reason for Leaving |
|  |  |  | |  | |  |

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| --- | --- | --- | --- | --- |
| Other experience: (please include any other relevant work) | | | | |
| Employer | Post Held | Dates (from/to) | | Reason for Leaving |
|  |  |  |  |  |
| Recent in-service courses attended in the last five years: | | | | |
| Course Title | Organising Body | Dates | | Duration |
|  |  |  | |  |
| Additional information in support of your application: | | | | |
|  | | | | |
| If you are in receipt of a pension under the Teachers’ Pensions Regulation following early retirement please tick here: 🞏 | | | | |
| Protection of children:Disclosure of criminal background of those with access to children | | | | |
| You have applied for a post which involves access to children. This means that the provisions of the Rehabilitation of Offenders Act 1974 do not apply. You must therefore, declare any pending prosecutions or convictions, cautions or bind-overs which you have had at any time. The information will be treated as confidential.  You should also be aware that if successful, you will be required to undergo an enhanced DBS check before taking up employment.  Details: **(if none please write “I have no convictions, cautions or bind-overs.”)** | | | | |

|  |  |
| --- | --- |
| Referees: remember to ask your referees permission before you provide their name (one should be current or most recent employer) | |
| Name: | Name: |
| Position Held: | Position Held: |
| Address: Email: | Address: Email: |
| Telephone: | Telephone: |
| ***It is the Academy’s policy to seek references if you are short-listed.*** ***The Academy may choose to seek references prior to shortlisting. Please tick the box below if you would not wish us to do so.***  ***Do not take up references prior to short listing.*** | |
| Data Protection Act 1998 The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record. | |
| Declaration | |
| I declare that the particulars given above and in my letter of application are true, to the best of my knowledge and belief. (I am not on List 99, disqualified from work with children or subject to sanctions from a regulatory body.) (I am aware that to withhold or falsify information could result in dismissal or disciplinary action.) NB. Canvassing will disqualify; if you are related to, or know an employee of the Academy or Governing Body, please give details. If none, please tick the box 🞏   |  |  | | --- | --- | | Relationship to you: (mother, brother, partner etc): | Name: |   Signature: Date: | |