

# GREENHEAD COLLEGE APPLICATION FOR EMPLOYMENT

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| **Application details** | |
| Position applied for |  |
| Application date |  |

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| **Personal details** | |
| Full name |  |
| Previous name(s) |  |

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| **Employment details** | |
| National insurance number |  |
| Qualified to work in the UK | Yes No |
| Applying as a job share | Yes No |

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| **Contact details** | |
| Mobile number |  |
| Home telephone |  |
| Address |  |
| Email |  |

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| **Professional details** | |
| DfE number |  |
| QTS (not essential) |  |
| Subject(s) taught |  |
| Age ranges taught |  |
| Professional bodies |  |
| Teacher training details |  |
| Continuing Professional Development training |  |

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| **Current post** | |
| School/College/Employer |  |
| Location |  |
| Type of institution |  |
| Job title |  |
| Date of appointment |  |
| Salary and pay spine point |  |
| Contract type |  |
| Duties |  |
| Reason for leaving |  |

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| **Previous employment** | | | | | |
| School/ College/ Employer | Job title and duties | Start date | End date | Salary | Reason for leaving |
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| **Gaps in employment / education history** | | |
| Date from | Date to | Reason |
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| **Education** | | | | |
| **Higher education** | | | | |
| University / College | Subject(s) | Level (e.g. degree) | Qualification / grade obtained (including awarding body) | Years attended |
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| **Secondary and further education** | | | | |
| School / College | Subject(s) | Level (e.g. GCSE, A-level) | Qualification / grade obtained (including awarding body) | Years attended |
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| **Referees** | |
| References will be requested prior to interview, unless you specify otherwise. You are required to name two referees. Referees should include your current/most recent employer and completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal.) If you are not currently working with children, one reference should be your employer from the last time you worked with children (if applicable). Please note that referees will be asked whether you have been the subject of any safeguarding concerns. | |
| **Current or most recent employer** | |
| May be contacted prior to interview? | Yes No |
| Title |  |
| Name |  |
| Position held |  |
| Organisation |  |
| Relationship to you |  |
| Address |  |
| Email address |  |
| Telephone |  |
| **Second referee** | |
| May be contacted prior to interview? | Yes No (please delete as appropriate) |
| Title |  |
| Name |  |
| Position held |  |
| Organisation |  |
| Relationship to you |  |
| Address |  |
| Email address |  |
| Telephone |  |

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| **Supporting Statement** |
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| **Declarations** |  |
| This role involves engaging in regulated activity and it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The College’s Child Protection Policy and Employment of Ex-Offenders Policy can be found on the College website - <https://www.greenhead.ac.uk/policies/63.html>  Shortlisted candidates will be required to complete a criminal convictions self declaration form in line with the Rehabilitation of Offenders Act 1974. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Further information can be found at <https://www.gov.uk/government/publications/dbs-filtering-guidance> | |
| Are you included in any list of people barred from working with children by the DBS, the TRA (Teaching Regulation Agency) or any other organisation? |  |
| Have you been subject to any disciplinary action in your current or previous positions? |  |
| Are there any restrictions on your residence or employment in the UK? |  |
| Have you lived outside the UK for more than three months in the past five years? |  |
| Are you related to any current employees, pupils or governors of Greenhead College? |  |
| I have read the Greenhead College Job Applicant Privacy Notice and give my consent to the information on this form being used for the purposes outlined in the policy.  I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading, it will disqualify me from my appointment or after appointment could lead to a disciplinary action or dismissal. I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by Greenhead College will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration. | |
| Signed |  |
| Date |  |