

**Application Form For Teaching Positions**

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| **DETAILS OF POST APPLIED FOR** |
| Name of Applicant: |
| Job Title: |
| Department: |
| Closing date for receipt of applications: | |

This Application Form has been constructed in accordance with the requirements of the DfE publication “Safeguarding Children and Safer Recruitment in Education” which came into force 1 January 2007.

**Thank you for the time that you spend completing this form.**

Please ensure that within this form you provide a **full history in chronological order** since leaving full time education, including periods of post-secondary education and training. Please also include any part-time and voluntary work as well as full-time employment, with start and end dates.

**Please identify, with explanation, any periods when you were not in employment, education or training.**

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| **PERSONAL DETAILS** | |
| Title: | |
| Surname: | |
| Forename(s): | Date of birth: |
| Other former names such as maiden name: | National Insurance number: |
| DfE reference number (where applicable): | |
| Please state where you saw this position advertised: | |
| Do you have Qualified Teacher status (QTS)? | |
| Address:  Postcode: | |
| Telephone numbers Home:  Mobile: Work: | |
| Email address: | |
| Do you need a work permit? | | |
| Do you have permission / entitlement to work in the UK? | | |
| Do you hold a valid UK driving licence? | | |
| **PRESENT or MOST RECENT EMPLOYMENT DETAILS** | | | |
| Are you currently employed or unemployed? | | | |
| Name and address of current or most recent employer: | | | |
| Job title: | | | |
| Current salary: | | | |
| Start date of current or most recent employment: | | | |
| Leaving date or notice required: | | | |
| Reason for leaving current or most recent employment: | | | |

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| Please give a brief description of your current or most recent duties / responsibilities and achievements or attach a copy of your Job Description. | | | | | | | | | |
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| **PREVIOUS EMPLOYMENT DETAILS (IN CHRONOLOGICAL ORDER)** | | | | | | | | | | |
| Employer’s name & address | | | Job title | | Dates employed | | | | Reason for leaving | |
| From | | To | |
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| **EDUCATION AND OTHER TRAINING DETAILS** | | | | | | | | | |
| Please list all universities / colleges / schools attended together with details of other training you have undertaken relevant to the position you have applied for. | | | | | | | | | | |
| Name of university / college / school | | | From | | To | | Qualifications / skills / training courses and results (where appropriate – see also below) | | | |
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| Please give details of your ICT skills indicating a level of expertise if possible: | | | | | | | | | | |

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| **PROFESSIONAL / OTHER QUALIFICATIONS** | | |
| Qualifications obtained | | Date | Awarding body |
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| Please give details of membership of any professional body to which you belong: | |
| If there are any gaps in your employment or education history, please explain them here | |
| **PERSONAL STATEMENT** |
| Using the person specification that you have been sent with your application pack, please demonstrate using examples, your suitability for the position you are applying for. Please include your reasons for applying for and interest in this position. This should include any relevant experience gained whilst undertaking previous jobs and from “other-than-paid” work such as at home, in the community or through voluntary / leisure / college activities. Please feel free to add extra sheets if necessary. | |
| Please list your wider activities and interests: | |

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| **REFEREES** | |
| Please give the name, address and other contact details of at least two referees who can comment on your suitability for this position. **One must be your current or most recent employer.** ( **NOTE:** If you are an applicant who is not currently working with children but has done so in the past, one referee must be the employer by whom you were most recently employed in work with children)  A referee who is a current or previous employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired, whether you have been the subject of any child protection concerns, and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, your previous relevant employer will be asked about those issues.  References will not be accepted from relatives or from people writing solely in the capacity of friends. ‘Open references’ cannot be accepted. We reserve the right to take up further references from any other previous employer. Are you happy for your referees to be contacted before interview? Yes / No | | |
| **REFEREES** | |
| Current / most recent employer  Name:  Position:  School Address:  Telephone no:  Mobile no:  Email address: | | Other referee  Name:  Position:  School Address:  Telephone no:  Mobile no:  Email address: |
| Rehabilitation of Offenders Act 1974 etc | |
| Please note: the post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and ‘bind-overs’, including those regarded as ‘spent’, must be declared. **Please sign the declarations within this box.**   * I am not recorded on the DfE barred list * I am not disqualified from work with children * I am not subject to sanctions imposed by a regulatory body (eg the General Teaching Council)   Signature: Date:   * I have no convictions, cautions or ‘bind-overs’, or if I do I have attached to this form details of their record in a sealed envelope marked “confidential”   Signature: Date: | | |

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| **Are you related to or known to any current or former All Hallows School employee, governor or pupil? If so, please provide details below.** |
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All Hallows Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note that, where appropriate, the successful applicant will be required to provide a DBS Disclosure at the appropriate level for the post.

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| **SUMMATIVE DECLARATION** |
| I declare that to the best of my knowledge the information given in this form is true.  I declare that I am mentally and physically fit to work.  I understand that any false statement on this form is an offence and may result in my application being rejected, or my summary dismissal from All Hallows Preparatory School if selected / appointed, and possible referral to the police. | |
| Signature: Date: | |

**Please email completed form to** [**ythorner@allhallowsschool.co.uk**](mailto:ythorner@allhallowsschool.co.uk)

**or post to:**

**Mrs Yasmyne Thorner**

**All Hallows School**

**Cranmore Hall**

**Shepton Mallet**

**Somerset**

**BA4 4SF**

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