Job Application Form

Please complete this form in black ink.

# Post applied for

|  |
| --- |
|  |

# Personal Details

|  |  |
| --- | --- |
| Surname |  |
| First name (s) |  |
| Preferred Title |  |
| Home address |  |
| Telephone (home) |  |
| Telephone (mobile) |  |
| Email address |  |
| DfE Number |  |
| National Insurance Number |  |

# Higher Education

|  |  |  |
| --- | --- | --- |
| From | To | Name of University |
|  |  |  |
|  |  |  |
|  |  |  |

## Qualifications awarded

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Qualification | Subject | Grade (Class and division) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Secondary Education

|  |  |  |
| --- | --- | --- |
| From | To | Name of school |
|  |  |  |
|  |  |  |
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## Examination Results (A Level, Level 3)

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| --- | --- | --- | --- |
| Date | Qualification | Subject | Grade |
|  |  |  |  |
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## Examination Results (GCSE, Level 2)

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| --- | --- | --- | --- |
| Date | Qualification | Subject | Grade |
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## Other qualifications and relevant INSET

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| --- | --- | --- |
| Date | Course and organising body | Grade/Qualification |
|  |  |  |
|  |  |  |
|  |  |  |

# Employment History

## Current employment

|  |  |
| --- | --- |
| Name of establishment |  |
| Employer (if different from above) |  |
| Type of school |  |
| Age range |  |
| Post held |  |
| Date appointed |  |
| Main scale point/UPS |  |
| TLR |  |
| Teaching subjects |  |
| Reason for leaving |  |

## Previous employment (education)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From | To | Name of school | Type of school | Post and scale | FT/PT | Reason for leaving |
|  |  |  |  |  |  |  |
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## Previous employment (outside education)

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| --- | --- | --- | --- | --- |
| From | To | Establishment name and type | Post and responsibilities | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

## Periods not accounted for since age 18

|  |  |  |
| --- | --- | --- |
| From | To | Details |
|  |  |  |
|  |  |  |

# Leisure Interests

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| --- |
|  |

# References

Please give the name(s) of two referees; one must be your current or last employer. Please ensure that you include current email addresses.

|  |  |
| --- | --- |
| Full Name and Position: **Referee 1** | Full Name and Position: **Referee 2** |
| Address: | Address: |
| Email Address: | Email Address: |
| Telephone No: | Telephone No: |

# Other Information

|  |  |  |
| --- | --- | --- |
| From what source did you learn of this vacancy? |  | |
| Are you a relative or partner of any employee or governor of the school? | If YES, please provide details |  |
| Has someone else completed this form on your behalf? | If YES, please provide name and explanation |  |

# Rehabilitation of Offenders Act

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as ‘spent’. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so. Failure to disclose any such convictions could result in dismissal or disciplinary proceedings by the school. Any information will be treated confidentially.

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted of a criminal offence by a Court of Law? | If YES, please attach details in a sealed envelope, including the offence and date |  |

# Criminal Records Check – Disclosure and Barring Service (DBS)

If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind-overs.

# The Immigration, Asylum and Nationality Act

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK.

# Declaration

I certify that the information given above and overleaf is correct to the best of my knowledge. I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.

I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 2018.

I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

Please return this completed application form along with a covering letter of application to Mrs Maria Georgiou, PA to the Headteacher at The John Warner School, Stanstead Road, Hoddesdon, Herts, EN11 0QF as soon as possible.