

Application for Employment

Part A: Personal Information

Data Protection Act: This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Trustees of the school in the first instance.

1. **Post applied for**
2. **Name of School** **Seva School (Coventry)**
3. **Personal Details**

Surname	
Forenames	
Previous/other names	
Current address	
Postcode	DfE Number
Tel. No. (pref. mobile)	Date QTS achieved
Email	

4. **Current and/or Previous Employment**
 - (a) **Current post**

Name of school and LA (where appropriate) Please give full school address and number on roll	F/T P/T or Supply	Type* and N.O.R.	Subjects/ age range that you taught	Grade/Scale	From	To
					Exact dates if possible	
Salary £			*Nursery, Primary, Secondary, Special, Independent			

Please state brief details of your current responsibilities.

(b) Previous posts (please list ALL previous employment)

Name of School and LA (where appropriate)	F/T P/T or Supply	Type* and N.O.R.	Subjects/Age Range Taught	Grade/Scale	From	To	Reason for Leaving

5. Qualifications

Examinations taken	School, College, University etc.	Grade	From	To
Age range qualified to teach		Subjects qualified to teach		

6. Membership of Professional Bodies

Institute/Body	Grade	By Examination/Election			
		Examination	<input type="checkbox"/>	Election	<input type="checkbox"/>
		Examination	<input type="checkbox"/>	Election	<input type="checkbox"/>
		Examination	<input type="checkbox"/>	Election	<input type="checkbox"/>

7. Gaps in employment/training history

As part of our commitment to safeguarding, we need to establish a full chronology of employment, training or other activities. Please provide full details that explain any gaps in the information you have provided earlier in this form.

8. Declaration*

The information contained in this form is true and accurate. If after appointment, the application is found to be misleading or inaccurate, I understand that this may lead to disciplinary action and could result in dismissal. I consent to the use of this personal data for recruitment and selection purposes.

Signed:		Date:	
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*Please note that if you submit your form electronically, you will be asked to sign a copy of this form if invited to interview.

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Part B: Meeting the Specification

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1. Relevant Experience

This section forms the **main body of your application**. Please ensure that you refer to each of the main headings in the Person Specification in order to explain why you are applying for this job and how your experience, personal qualities and skills help to make you a suitable candidate.

2. Educational Philosophy

Please describe your educational philosophy in no more than 500 words.

3. Job related training courses/seminars in the last five years

Please provide details and explain how this has supported your professional development.

4. Outside interests and hobbies

Please provide a brief description of your outside interests and hobbies.

5. Declaration*

The information contained in this form is true and accurate. If after appointment, the application is found to be misleading or inaccurate, I understand that this may lead to disciplinary action and could result in dismissal. I consent to the use of this personal data for recruitment and selection purposes.

Signed:

Date:

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