**Application to work as a Teacher**

**Position applied for:**

|  |
| --- |
|  |

Please complete all sections of this form before submitting it.

Woodford Green Preparatory school is committed to the safeguarding and welfare of its pupils

**Personal Details**

|  |  |
| --- | --- |
| Title: | Dr. / Mr / Mrs / Miss / Ms. (please circle) |
| First name & Surname: |  |
| Any previous names:  (include dates used) |  |
| Do you have the right to take up employment in the UK and, if necessary, a Work Permit? **YES / NO** | |
| Address: |  |
| Home telephone no: |  |
| Mobile telephone no: |  |
| Email address: |  |
| National Insurance No: |  |
| DfES Teacher No: |  |
| Full driving licence: | YES / NO |

|  |  |
| --- | --- |
| **Education and Qualifications (with dates)** | |
| Schools, Colleges and Universities attended: | Qualifications: |
| Please provide details of any other formal qualifications relevant to the post. | |
| General Interests and Hobbies: | |

|  |
| --- |
| **Skills and Experience** |
|  |
| Please continue on a separate sheet if necessary |

**NB. Safeguarding Children requirements calls for applicants to provide a full employment history. If you changed appointment with a school please provide details of that experience too. Start with your most recent post and work backwards. Please also provide an explanation for any gaps where you weren’t employed.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment History** | | | |
| **Start date** | **Leaving date** | **Employers Name and Address / Job Title** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Please continue on a separate sheet if necessary | | | |

*Please proved the name and contact details of two professional referees, one of these must be your current or most recent employer. Referees should not be a relative of someone known to you solely as a friend.* ***The School intends to take up references from all shortlisted candidates prior to interview and any offer of employment will be conditional upon the School receiving satisfactory references.***

|  |  |
| --- | --- |
| **1st Referee** | **Can we approach this referee before interview? YES / NO**  **If NO why?** |
| Name and Title: |  |
| Postal Address: |  |
| Telephone no: |  |
| Email address: |  |
| Relationship / connection to you |  |

|  |  |
| --- | --- |
| **2nd Referee** | **Can we approach this referee before interview? YES / NO**  **If NO why?** |
| Name and Title: |  |
| Postal Address: |  |
| Telephone no: |  |
| Email address: |  |
| Relationship / connection to you |  |

|  |  |
| --- | --- |
| If you are unable to provide your most recent employer as a referee please explain why: | |
| What period of notice are you required to give to your current employer? |  |
| Current salary, including any responsibility allowances |  |

**Special Requirements**

|  |  |
| --- | --- |
| If called for interview, are there any special requirements that we need to be made aware of? |  |

**Medical Fitness Declaration**

|  |
| --- |
| I understand that I will need to complete a medical health declaration if offered employment by Woodford Green Prep School.  Signed: …………………………………………………………………….  Print Name: ………………………………………………………………..  Dated: ……………………………………………………………….…….. |

**Rehabilitation of Offenders Act 1974:**

|  |
| --- |
| * All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. * The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. * **Have you ever been convicted of a criminal offence which is not ‘protected’ YES / NO** * If you have answered yes, supply details of all convictions in a sealed envelope marked “confidential” and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |

**Declaration:**

|  |
| --- |
| * I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list and c) the entries on this form proving to be complete and accurate. * I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. |

|  |
| --- |
| Employees are recruited on the basis of their qualifications & experience, regardless of sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability and union membership status. |

|  |  |
| --- | --- |
| **Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Any other relevant information in support of your application:**

|  |
| --- |
|  |

***Please email to*** [***v.hurst@wgprep.co.uk***](mailto:v.hurst@wgprep.co.uk) ***or return via post to:***

**Head’s PA**

**Mrs Victoria Hurst**

**Woodford Green Preparatory School**

**Glengall Road**

**Woodford Green**

**Essex**

**IG8 0BZ**