|  |  |  |  |
| --- | --- | --- | --- |
| APPLICATION FOR THE POST OF: | | | |
| SURNAME:  TITLE: | | **FORENAME(S):**  Please give details of any previous surnames: | |
| ADDRESS FOR CORRESPONDENCE:  **POSTCODE:**  E-MAIL ADDRESS: | | **TELEPHONE NUMBERS**  **HOME:**  WORK:  May we contact you at work? YES NO  MOBILE:  NATIONAL INSURANCE NUMBER: | |
|  | | | |
| **Employment History** | | | |
|  | |  | |
| Name & address of employer:  Nature of business: | | | Job title:  Summary of main duties: |
| Date of appointment: (dd/mm/yy) | | | **Current scale point & allowance (if any)**  **Notice required:** |
| Reason/s for seeking a new post: | | |
|  | | | |
| **Teaching Experience** | | | |
|  | |  | |
| **Is this your first teaching appointment?** | YES NO | | |
| If **YES,** please state the name of your training establishment:  Then complete **Section A**, detailing any teaching experience gained through teaching placements. | | | |
| If **NO**, please complete **Section B** only. | | | |

**Section A: For candidates currently undertaking a PGCE (or equivalent)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **School Name** | **Primary/Secondary/**  **Special** | **Age of Children Taught** | **Length of Experience** |
| **From** | **To** |
|  |  |  |  |  |  |

**Section B: For Qualified Teaching Staff only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of School or College**  *(please include type of school and approximate number of students on roll)* | **Status** | | **Exact dates of service** | |
| **Full or Part time** | **Title of post and salary scale** | **From:** (dd/mm/yy) | **To:** (dd/mm/yy) |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Teacher Reference Number**: |  | **Date Issued**: (dd/mm/yy) |  |
| **Date of Satisfactory Completion of Induction**: (dd/mm/yy) |  | **Name of Confirming Authority**: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PREVIOUS NON-TEACHING EMPLOYMENT  Please summarise your employment history **since leaving full-time education**, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary. | | | | |
| **Employer’s name and address** | **From Month / Year** | **To Month / Year** | **Job title and summary of main duties** | Reasons for Leaving |
|  |  |  |  |  |
| Please give details of any gaps in your employment history: | | | | |

|  |  |  |
| --- | --- | --- |
| References | | |
|  | |  | |
|  | |  | |
| Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. **It is the normal practice for references to be obtained before any formal interview.** | | |
| If you were known to either of your referees by another name please give details: | | |
| 1.  Name:  Position:  Address:  Tel:  Email:  In what capacity does the referee know you? | | 2.  Name:  Position:  Address:  Tel:  Email:  In what capacity does the referee know you? |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualifications and Training** | | | | | |
|  | |  | | | |
| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)**  Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications will be requested from shortlisted candidates. | | | | | |
| **Secondary School(s)** | **Subject** | | **Level**  **(A/GCSE)** | **Year Awarded** | **Result**  **(include all GCSE and A Level grades or equivalent)** |
|  |  | |  |  |  |
| **University or College** | **Courses taken** | | **From** | **To** | **Result/Qualifications gained**  **(include class of degree)** |
|  |  | |  |  |  |
| EXTRA CURRICULAR ACTIVITIES Please give details of any extra curricular activities which you would be prepared to offer. | | | | | |
| **Activity Offered** | **Interest, experience and qualification in this activity** | | | | |
|  |  | | | | |

|  |  |
| --- | --- |
| **Support of Application** | |
|  |  |
| **Please attach a letter of application, or enter below, giving any further details of experience that may be relevant to this post. Please ensure that this is matched to the details of the post and the person specification (if provided).** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Additional Information** | | | | | |
|  | |  | | | |
| 1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK? | | | | | | YES NO |
| 1. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? | | | | | | YES NO |
| If so, please give details: | | | | | | |
| 1. Do you hold a full current driving licence? | | | | | | YES NO |
| 1. Are you a relative or partner of any member of the Governing Body, or any employee of Dr Challoner’s Grammar School? | | | | | | YES NO |
| If **YES**, Please state name of person and relationship: | | | | | | |
| 1. If you have a disability which would require any special arrangements to be made if you are short listed for interview, please enter details here: | | | | | | |
| 1. How did you find out about this vacancy? | | | | | | |
|  | | | | | |
| **Criminal Convictions – Rehabilitation of Offenders Act 1974** | | | | | |
|  | |  | | | |
| Dr Challoner’s Grammar School aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). As Dr Challoner’s Grammar School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a criminal record check by the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that **you are required to declare any convictions, cautions or reprimands which you may have, even if they would otherwise be regarded as ‘spent’ under this Act, and any prosecutions pending against you**. Failure to disclose this information could result in dismissal or discipline by the School. Any information will be treated in complete confidence.  I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered ‘spent’. | | | | | | |
| Do you have any criminal offences? | | YES | | | NO (tick as appropriate) | |
| **If you answer yes**, you will be required to provide written details of any convictions, cautions, bind-overs, or prosecutions pending should you be selected for interview. Please ensure that you bring these with you to your interview, if you are shortlisted. | | | | | | |
| **Signed:** | | | | **Date:** | | |

|  |  |  |
| --- | --- | --- |
| **Qualifications and Training** | | |
|  |  | |
| I agree that any offer of employment is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical clearance. In accordance with UK Data Protection Legislation, it is agreed that the employer may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information may be stored in both hard and soft copy formats. Please see our Privacy Notices (available on our website) for full details.  I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action. | | | |
| **Signed:** | | | **Date:** |

Thank you for your interest in Dr Challoner’s Grammar School.

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

Please complete the monitoring forms on the page below.

**RECRUITMENT MONITORING**

The information you give here is confidential and is used for monitoring purposes only – it does not form part of the application, and will be removed before your application is screened.

Dr Challoner’s Grammar School is committed to appointing the best candidate, on the basis of their ability to do the job.

National Codes of Practice advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

|  |  |
| --- | --- |
| **Application for the post of:**  **Full name:** | Gender: MALE FEMALE  Date of birth:  Do you consider yourself to have a disability? YES NO  If YES, what is the nature of your disability? |

|  |  |
| --- | --- |
| How would you describe yourself?  These categories of ethnic origin are recommended by the Equality & Human Rights Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.  Please tick the appropriate box to indicate your cultural background: | |
| **White:** | **Mixed:** |
| British | White and Black Caribbean |
| Irish | White and Black African |
| Other | White and Asian |
|  | Mixed Other (please define) |
| **Asian or Asian British:** | **Black or Black British:** |
| Indian | Caribbean |
| Pakistani | African |
| Bangladeshi | Black Other (please define) |
| Asian Other (please define) |  |
| **Chinese or Other Ethnic:** | **Other Ethnic** |
| Chinese | Other Ethnic Group (please define) |
| Chinese Other |  |