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| APPLICATION FORM |  | ags_logo |
| For the position of: |   |
| PERSONAL DETAILS |
| Surname  | Title :  |
| Forenames: *(Please underline the name by which you like to be known)* |   |
| Address |   | Tel No *(Home):*   |
|   | Tel No *(Work):*  |
|   | Tel No *(Mobile):*   |
|   | Email address:  |
| Postcode |   | N.I. No:  |
| Do you hold a valid UK or EU driving licence? Yes / No  |
| ***This section ONLY relevant to teaching staff*** | DfE No:  |
| Do you have DfE Qualified Teacher Status? Yes / No |

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| --- |
| Please indicate, by ticking the relevant box, how you heard about this vacancy |
| TES E Teach AGS Website AGS staff member Other  Local press (please specify which newspaper or online site)  |

**SECONDARY EDUCATION**

|  |  |  |
| --- | --- | --- |
| Dates | School / College | Qualifications and Grades obtained |
| From | To |
|   |   |   |   |

**HIGHER EDUCATION**

|  |  |  |
| --- | --- | --- |
| Dates | College / University | Qualification *(including Class and Division)* |
| From | To |
|   |   |   |   |

**PROFESSIONAL DEVELOPMENT**

Please list courses attended in the last three years

|  |  |  |
| --- | --- | --- |
| Date and Length of Course | Training Provider | Course Title / Qualification obtained |
|   |   |   |

# PRESENT POSITION

|  |  |
| --- | --- |
| Current Post Title:  | Date Appointed:  |
| Employer’s Name and Address: Post Code  |
| Employer’s Tel No |   |
| Employer’s Email Address |   |
| Current Salary and Grade |   | Date moved to current grade |   |
| Period of Notice Required |   |
| Current Responsibilities:   |
| Subject Specialisms (please give details of age groups taught and areas of particular interest within your subject.  Include any second subjects you would be able to deliver):  |

**PREVIOUS EMPLOYMENT: (teaching or non-teaching).** Please list chronologically with most recent first.Please list **ALL** employment and continue on a separate sheet if necessary

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Employer’s Name and Address | Position Held | Full/Part Time |
| From | To |
|   |   |   |   |   |
| Responsibilities  |
| Dates | Employer’s Name and Address | Position Held | Full/Part Time |
| From | To |
|   |   |   |   |   |
| Responsibilities  |
| Dates | Employer’s Name and Address | Position Held | Full/Part Time |
| From | To |
|   |   |   |   |   |
| Responsibilities  |
| Dates | Dates | Position Held | Full/Part Time |
| From | From |
|   |   |   |   |   |
| Responsibilities  |

**EXTRA-CURRICULAR CONTRIBUTION TO BE OFFERED**

Please include contribution offered outside the classroom and to what standard

|  |
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|   |

## ADDITIONAL INFORMATION

Please provide a separate letter of application **(on no more than two sides of A4)** addressing your particular strengths and how your experience to date has prepared you for this particular role.

**If there is any additional information you would like to supply please add it here.**

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**HOBBIES AND LEISURE INTERESTS**

**EXISTING CONTACTS WITH ALCESTER GRAMMAR SCHOOL**

Please list any contacts with current employees, volunteers or Governors at the School and how you know them.

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**SHARING OF INFORMATION WITHIN SOUTH WARWICKSHIRE SCHOOLS AND COLLEGES**

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| --- |
| Schools in South Warwickshire are committed to working together in order to support the development of the local education provision. Employing and retaining the best possible staff is paramount to this aim. If you were unsuccessful in securing a place at Alcester Grammar School, would you be willing for your application to be shared with other schools and colleges in South Warwickshire? These schools will then process your data in accordance with their respective privacy notices.  |
|  **YES / NO**  |

**DATA PROTECTION**

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| --- |
| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Staff Privacy Notice and Data Protection Policy.If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.If you do not succeed in your application, we will hold the information you provide for up to 6 months from the date of your application in line with the Retention Schedules provided by the Information Record Management Society (IRMS). The schedules set out the Statutory Provisions under which the school are required to retain the information.We may check the information provided by you on this form with third parties. |

# REFEREES

Please give the details of **two** professional referees, one of whom should be your present or most recent employer. Please state your connection with the person named. Please note that references are usually taken up **prior to** interview.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |   | Name |   |
| Position |   | Position |   |
| Address |  **Post Code**  | Address | **Post Code**  |
| Tel. No. |   | Tel. No. |   |
| Mobile. |   | Mobile. |   |
| Email |   | Email |   |
| **May this referee be contacted withoutfurther authority from you?**   **Yes / No**  | **May this referee be contacted withoutfurther authority from you?** **Yes / No**  |

## DECLARATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I have not been disqualified from working with children, I am not prohibited from working with children under s142 of the Education Act 2002, and I am not subject to any sanctions imposed by a regulatory body *(e.g. the General Teaching Council for England, or the Teaching Regulation Agency).* To the best of my knowledge, the information I have given in this application form is correct and true.  I understand that canvassing or giving false or misleading information will disqualify my application, or if appointed, may result in my dismissal. I confirm that I will notify the school immediately in the event that the information I have provided within this application form changes. Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment, as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope, which will be seen and then destroyed by the Principal. If you would like to discuss this beforehand, please telephone in confidence to the Principal for advice. Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 at the Disclosure and Barring Service website: www.gov.uk/dbs All other spent connections and cautions must be disclosed.You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

|  |  |
| --- | --- |
| I have nothing to declare | I enclose a confidential statement |
| (please delete as appropriate) |
|  |

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Alcester Grammar School is committed to safeguarding and promoting the welfare of children

and young people and expects all staff and volunteers to share this commitment