

## CONFIDENTIAL

### TEACHING STAFF APPLICATION FORM

Please print in black ink or preferably word process when completing this form

**ALL FIELDS MUST BE COMPLETED FOR YOUR APPLICATION TO BE PROCESSED.**

1. Application for the position of:			(as advertised)
2. Last Name		First Names	
Title		Any Previous Last Names	
Address			
	Post Code:		
Daytime Tel No.		Evening /Mobile Tel No.	
E-mail			
Driving Licence	Have you a valid UK driving licence? YES / NO		
First Aid	Do you have a current First Aid Certificate? YES / NO		
Right to work	Have you the right to work in the UK? YES / NO		
Details	If NO, please give brief details:		

**3. Education and qualifications** (If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given.

**(a) Secondary/Further Education**

Name of school/college	Dates <i>to include months</i>		Subject and Qualification	Grade and date awarded	
	From	To			

**(b) Higher Education and Courses leading to other relevant qualifications**

e.g. courses leading to qualified status or graduate teacher status and to membership of professional institutions.

Higher Education: Establishments attended	Dates <i>to include months</i>		Qualification obtained and date of award	Subjects	
	From	To		Main	Subsidiary

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**4. Current employment**

Employer

School/College  Number on Roll

Post Held (specify any additional allowances)

(If part-time, please give details)  Date appointed

Subjects, age groups taught and other responsibilities

Notice required and / or date available if appointed

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**5. Previous experience** If a part-time appointment, please state. A separate curriculum vitae should **not** be enclosed in substitution but may be forwarded in addition. **A continuous employment history is required from when you left full time education. Please attach continuation sheets if necessary.**

**(a) Teaching (most recent employment first)**

Employer and School/College	Type of School	No. on Roll	Age Range	Status of Post, subjects taught	Reason for Leaving	Inclusive Period (month & year)	

**(b) Other paid employment (including Service in H.M. Forces, industry). State responsibilities and reasons for leaving. Please indicate details of gaps in employment here.**

Please list below in date order starting with the most recent:

**6. Statement in support of your application. This may include experience and personal skills relevant to the position applied for. It could also include voluntary work, additional interests such as membership of clubs, leisure pursuits or hobbies. It should include your reasons for applying for this position and what makes you a suitable candidate. Applicants should confine this to a maximum of two sides of A4. An additional letter is not required if completing this section.**



**7. Confidential References (Please ensure your referees know this reference is being requested)**

Names, addresses and status of two professional referees (one of whom, if employed, must be your present employer and should be the Headteacher. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns.

(1) <i>Present (or most recent) Employer</i>	(2) <i>Previous employer</i>
Name	Name
Address	Address
Tel No	Tel No
Email address	Email address
Position	Position

**8. Further professional information**

DfE No.  (as provided by the DfE letter. You may be asked to provide this)

Qualified Teacher Status? **YES / NO**

Date:

Registered with the GTC? **YES / NO**

If qualified as a teacher after 7 May 1999, have you completed a statutory induction year? **YES / NO**

Where did you see the advertisement for this post?

**9. Further information**

Salary Scale

Gross Salary £

Incremental point

Would you require sponsorship (previously a work permit) to take up this position

**YES**

**NO**

National Insurance Number

Canvassing in any form may disqualify you from employment. If you have a direct relationship with the Proprietor, or a member of the Board of Directors or a senior employee of Radnor House Sevenoaks please state their name(s) and the nature of the relationship.

**Please note, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.**

10. I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes in accordance with the Data Protection Act 1998. This may include analysis for management purposes and statutory returns.

In signing this form, I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

Where applicable, I will be subject to the regulations on political restrictions as defined in the Local Government and Housing Act 1989.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

**Please return the completed Application Form and the Equal Opportunities Monitoring Form to:**

**Frances Griffiths  
HR Manager  
Radnor House Sevenoaks  
Combe Bank Drive  
Sundridge  
Sevenoaks  
Kent  
TN14 6AE**

**Or Email it confidentially to: [fgriffiths@radnor-sevenoaks.org](mailto:fgriffiths@radnor-sevenoaks.org)**

Electronic Signature of  
Candidate (at application)

Date

Signature of Candidate  
(at interview if applicable)

Date