



Application for Employment

COTTESMORE SCHOOL

Post applied for:			
Contact Details			
Title (Mr/Mrs/Miss/Ms/Dr etc):			
Forename(s):			
Surname:			
Maiden Name / Other Names:			
Address	Home telephone no.		
	Business no. (if convenient)		
Postcode	Mobile no.		
	Email		
Date of Birth: This information is required to ensure correct identification of the candidate	Qualified Teacher Status (QTS): YES/ NO (delete as appropriate)		
	DES Ref:		
N.I Number:	Registered with GTC for England: YES/ NO (delete as appropriate)		
Reason for Application and Other Interests			
Please state briefly why you have applied for this post.			
Please continue on a separate sheet if you wish.			
Indicate past achievements, experience and personal qualities relevant to your application. What contribution would you expect to make in the post?			

Other (outside) activities or interests, membership of organisations, or commitments to public duties.

Personal statement describing yourself.

Education Background (use additional paper if required)

A full history in chronological order since leaving secondary education is required and explanations of periods not in employment.

Schools	From	To	Examinations taken - Results – Grades
University/College	From	To	Subjects studied - Examinations taken - Results (Hons/level attained)
Technical, professional, occupational or commercial training			
College/Institute	From	To	Type of training - Qualification(s) gained
Membership of Professional bodies			Languages (indicate fluency)

Employment History

Present or last employer, name and address, type of business

Date employed from

Date employed to

Position(s) held

Brief description of duties

Reason for leaving

Current salary £

Notice required

Referee's name and position

Previous employer, name and address, type of business

Date employed from

Date employed to

Position(s) held

Brief description of duties

Reason for leaving

Referee's name and position

Please provide the following details for all previous employers on a separate piece of paper:
Previous employer, name and address, type of business, position(s) held, brief description of duties,
reason for leaving and dates employed.

Have you any friends or relatives employed by Cottesmore School? if so, name and relationship:

Have you applied to Cottesmore School before? If so, post applied for and approximate date:

Do you have the legal right to work in the UK? ☐Yes ☐No (please tick one box)
If yes, and there are conditions attached, for example start or finish dates, please specify:

If no, what type of work permit do you require?

Please indicate salary expectation £

Please indicate the names of two referees where requested. We reserve the right to contact any or all of the people named. We will not contact any referee without your permission or until an offer of employment has been accepted. If this is your first appointment, one reference should be from your head teacher, lecturer or similar.

Additional: Referee Details

	Referee 1	Referee 2
Name		
Relationship		
Position		
Address		

Declaration subject of the Rehabilitation of Offenders Act 1974

Have you ever been convicted of a criminal offence? ☐Yes ☐No (please tick one box)

All convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. The applicant must not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC) and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

The successful applicant will be required to provide a CRB Disclosure at the appropriate level for the post.

If the applicant is currently working with children, on either a paid or voluntary basis, his or her current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.

If you have a disability please tell us about any adjustments we may need to make to assist you at interview?

Declaration

I confirm that the above information is correct to the best of my knowledge. I consent to Cottesmore School processing, by means of a computer database or otherwise, any information I provide them for the purpose of employment by Cottesmore School.

I confirm and accept that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.

Signature:

Date:

Full Name:

All employment is subject to the receipt of satisfactory references.

We normally keep completed application forms for 12 months. Please tick the box if you do not want us to keep your application form. ☐

Thank you for completing this application. Please return to:

**THE HEADMASTER'S P.A.,
COTTESMORE SCHOOL,
BUCHAN HILL,
PEASE POTTAGE,
WEST SUSSEX.
RH11 9AU**

Data Protection Act 1998

The use of information provided on this form will comply with the requirements of the above Act. It may be processed by computer and is required for operational, managerial information and associated purposes relevant to the maintenance of the Department's systems. Such data may also be used to produce depersonalised statistics.