

**APPLICATION FORM**

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| **Job Title:**  **Closing date:** |  | **Please email your completed application to:** [**vacancies@regenthighschool.org.uk**](mailto:vacancies@regenthighschool.org.uk) **or post to: Regent High School, Chalton Street, London, NW1 1RX** |

For further application about the school, please visit our website at [www.regenthighschool.org.uk](http://www.regenthighschool.org.uk).

Applications may be submitted electronically or by post but must reach the personnel officer by the advertised deadline.

**Please do not send CVs as these will not be considered**

1. **PERSONAL DETAILS**

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| **Title:**  **Full Name:**  **Address:**  **Email:**  **Are you applying for this post as a job-share?**  YES  NO  Where **did you see this post advertised?** |  | **Daytime Tel:**  **Home Tel:**  **Mobile Tel:**  **National Insurance Number:**  **DFE Number (teachers only):**  **Do you hold QTS? (Teachers only)**  YES  NO |

1. **PRESENT OR MOST RECENT EMPLOYMENT**

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| **Name and address of employer:**  **Post held (job title):**    **Dates of employment:** From:       to:       **Reason for leaving:**    **Date available to commence:**       **Basic salary per annum: £**  **Brief description of duties:** |

1. **REFERENCES**

Please give contact details of two referees who can verify your employment record, including salary details, and give information about your suitability for the post. One should be your present/most recent employer and, in the case of schools, this should be the headteacher.

***Referees will be contacted if you are shortlisted***

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| **Current Employer**  **Referee’s Name:**        *(If this is a school, please only give the details for the headteacher)*  **Referee’s Job title:**        **Organisation:**  **Address:**  **Tel:**  **Fax \*:**  **Email \*:**        *\* A fax number or email address* ***must*** *be provided*  **In what capacity do you know this referee?** |  | **Previous Employer**  **Referee’s Name:**        *(If this is a school, please only give the details for the headteacher)*  **Referee’s Job title:**        **Organisation:**  **Address:**  **Tel:**  **Fax \*:**  **Email \*:**        *\* A fax number or email address* ***must*** *be provided*  **In what capacity do you know this referee?** |

If you have not been in paid employment, please give the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

**For safeguarding reasons, we are required to obtain references for a 5 year period. Please complete the section below with either a fax number or email address for additional referees.**

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| **Referee’s Name:**        *(If this is a school, please only give the details for the headteacher)*  **Referee’s Job title:**        **Organisation:**  **Address:**  **Tel:**  **Fax \*:**  **Email \*:**        *\* A fax number or email address* ***must*** *be provided*  **In what capacity do you know this referee?** |  | **Referee’s Name:**        *(If this is a school, please only give the details for the headteacher)*  **Referee’s Job title:**        **Organisation:**  **Address:**  **Tel:**  **Fax \*:**  **Email \*:**        *\* A fax number or email address* ***must*** *be provided*  **In what capacity do you know this referee?** |

**Please continue on a separate sheet, if necessary, to cover the full five year employment period.**

**Please ensure you include either a fax number or email address for all referees.**

1. **EDUCATION AND QUALIFICATIONS**

Please give brief details of courses attended and examination results:

**Secondary / Further Education**

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| **Dates attended:**  **from MM/YY to MM/YY** | **Educational establishment attended** | **Examination results**  **(Level / Subject / Result)** |
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**Higher Education / Professional Qualifications**

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| **Dates attended from MM/YY to MM/YY** | **Name of University/ Educational Institution** | **Examination results (subject , level, grade)** |
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**Continuing Professional Development Relevant to this Application**

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| **Dates attended from MM/YY to MM/YY** | **Course title / results if appropriate** | **Educational establishment attended** |
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1. **EMPLOYMENT INFORMATION**

**Employment History**

You should include **all** employment in a **continuous history** starting with your most recent. If there are gaps in your employment, please include these dates and specify the reasons (university, studying, travelling, volunteering etc).

**Please continue on a separate sheet if necessary.**

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| --- | --- | --- | --- | --- |
| **From / To**  **MM/YYYY** | **Employer’s name and address** | **Job Title** | **Summary of main responsibilities** | **Reason for leaving** |
| From:    To: |  |  |  |  |
| From:    To: |  |  |  |  |
| From:    To: |  |  |  |  |
| From:    To: |  |  |  |  |
| From:    To: |  |  |  |  |
| From:    To: |  |  |  |  |
| From:    To: |  |  |  |  |

**Current salary details for TEACHING STAFF ONLY**

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| **Current Salary Scale:**        **Scale Point:**  **London Weighting:** Inner:  Outer:  Fringe:  Not in London:  **TLR Point:**       **Reason for TLR:**       **SEN Allowance:**  **Other Payments:** |

1. **CRIMINAL RECORDS DISCLOSURE**

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| 1. All applicants   All applicants for posts within the Council are required to disclose any **unspent** convictions.   1. Applicants for posts that in the normal course of the post‑holder’s duties have access to children, young persons and/or vulnerable adults   All applicants for posts in these categories are required to disclose **all convictions, caution, reprimands and final warnings, both spent and unspent** as such posts are exempt from the provision of the Rehabilitation of Offenders Act 1974. If you are offered a post in this category it will be on a conditional basis, subject to a satisfactory Criminal Records Bureau disclosure.  **Have you ever been convicted of a criminal offence? YES**  **NO**  **For all applicants, any criminal record information should be disclosed on a separate sheet and attached to your application form in a sealed envelope. Such information will be treated in the strictest confidence and only appropriate officers involved in your application process will be able to view this information.**  Withholding criminal record information may lead to the withdrawal of an offer of employment, or if following appointment, to disciplinary action, which may result in dismissal. |

1. **RELATIVES AND OTHER INTERESTS**

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| **Are you related to a councillor or employee of the council or governor of the school to which you are applying?**  YES  NO  If yes, please give brief details:  **If appointed, do you have any business and/or financial interests which might conflict with the duties of this post?**  YES  NO  If yes, please give brief details: |

1. **PREVENTION AND DETECTION OF FRAUD**

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| This LA/School/Governing Body is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the **LA** for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. |

1. **RELEVANT EXPERIENCE, SKILLS AND ABILITIES**

Please support your application with a statement in which you explain how you meet the requirements of the post as described in the person specification. You may also wish to set out how you would draw on your experience and achievements if appointed to the post. Please include details of any relevant unpaid voluntary work.

**You may attach a statement of application separately, should you so wish.**

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1. **RIGHT TO WORK**

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| **Do you require a work permit to take up employment in the UK?**  YES  NO |

1. **DECLARATION**

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| Please complete the following declaration and sign in the appropriate place below. If this declaration is not completed and signed with copies of relevant documentation, your application will not be considered.  Providing false information or knowingly omitting or concealing any relevant fact about your eligibility for employment will result in your name being withdrawn from the list of candidates. If such a discovery is made after you have been appointed, then you will be liable to be summarily dismissed. If appointed you will be asked to provide an original copy of your birth certificate and if required for the post, proof of professional qualifications.  **I hereby certify that all the information given by me on this form is correct, to the best of my knowledge, that all questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.**  **Signed:**       **Date:** |