**TONBRIDGE SCHOOL**

**APPLICATION FORM for ACADEMIC STAFF**

(Please complete this form in **BLACK** ink)

**POST APPLIED FOR:**

1. **PERSONAL DETAILS**

TITLE: FORENAMES: SURNAME:

(*Please underline the name by*

*which you like to be known and include middle names)*

PREVIOUS

CURRENT ADDRESS: SURNAME:

HOME TEL No:

WORK TEL No:

MOBILE No:

Number of years at this address:

EMAIL:

DATE OF BIRTH: TRN No:

NATIONAL INSURANCE No:

PREVIOUS ADDRESSES: (if resident at current address for **less than five years**, please provide any previous addresses during this period):

1. 2.

Number of years at this address: Number of years at this address:

## 2. REFEREES

Please provide three references (if appropriate, these should include your present Headteacher). Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. Please note, references will NOT be accepted from relatives or from referees writing solely in the capacity of friends.

|  |  |  |
| --- | --- | --- |
| Name | Address  (including post code, tel no, and email address) | Position |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

**3. EDUCATION DETAILS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A** Schools from the age of 11  (give dates) |  | | | From | | To | |
| **B** i) University or College at which your first  degree was taken (give dates of entering  and leaving and whether full/part-time) |  | | | From | | To | |
| 1. First degree taken | Degree | Pass/Hons | Class/Division | | Main Subject | | Date of Award |
| **C** i) University or College at which higher  degree(s) or post graduate qualification(s) was/were taken  (give dates of entering and leaving and whether full/part-time) |  | | | From | | To | |
| **D** i) College of Education if applicable  (give dates of entering and leaving) |  | | | | | | |
| ii) Details of course taken and result |  | | | | | | |
| **E** Supplementary courses (one term  or more) or Advanced Diploma  course attended and result |  | | | From | | To | |

Particulars of any INSET courses you have attended during the last two years:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Length of Course | Details of Course/Subject | Name of Provider |
|  |  |  |  |

1. **TEACHING EXPERIENCE**

Please enter your present employment first; part-time employment should be clearly indicated.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Present post  and Salary | Name of School  or College | Dates in post:  From: mm/yyyy  To: mm/yyyy | Gender and No. of pupils in school | Age  range | Reason for leaving |
|  |  |  |  |  |  |
| Previous posts | Name of School  or College | Dates in post:  From: mm/yyyy  To: mm/yyyy | Gender and No. of pupils in school | Age  range | Reason for leaving |
|  |  |  |  |  |  |

**5. PAST TEACHING EMPLOYMENT**

Give a brief statement of the subject(s) taught in your last two positions:

State what, if any, other subject(s) you can teach:

Please list positions of responsibility held, co-curricular and pastoral work undertaken in your last two positions:

**6. OTHER RELEVANT EXPERIENCE, INTERESTS, SKILLS, QUALIFICATIONS e.g. First Aid**

**7. PARTICULARS OF NON-TEACHING EMPLOYMENT**

Part-time service or unpaid activities should be clearly indicated as such and exact dates given where possible.

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Employer | Post held |
|  |  |  |  |

**8.** If appointed, when could you begin?

Are you legally eligible for employment in the UK ? Yes No

Do you have any restrictions on taking up employment in the UK ? Yes No

(e.g. time limit/visa)

**9. NOTES**

Applicants are reminded that canvassing members of the School’s Governing Body will disqualify their application.

Applicants whose qualifications have been obtained outside ENGLAND AND WALES should attach a copy of their letter of recognition from the Teaching Agency.

Completed application forms should be submitted with a **handwritten letter** of application and **current curriculum vitae** by the published deadline. Guidance for the contents of the letter of application will be found in the details about the post.

**10. DECLARATION (please note, two signatures are required)**

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. If necessary please submit the information requested below in confidence, enclosing details in a separate sealed envelope; this will be seen and then destroyed by the Bursar. If you would like to discuss this beforehand, please telephone, in confidence, the Personnel Department 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.

**You should be aware that the School will institute its own checks on successful applicants for short listing 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.**

**Please tick one box:**

I have nothing to declare

**Or**

I enclose a confidential statement in a sealed envelope

marked confidential.

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Data Protection Act 1998: The information or data which you have supplied may be processed and held on computer,

and will be processed and held on your personal records if you are appointed. The data may be processed by the School

for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records.

By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

I declare that the information on this form is, to the best of my knowledge, complete and correct.

I agree that if my application is successful, a DBS check for criminal convictions/actions will be made.

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview. Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.**

**This application form should be sent to:- The Headmaster, Tonbridge School, High Street, Tonbridge, Kent**

**TN9 1JP**