**Teacher Application Form**

**APPLICATION FORM - TEACHER**

**Position Applied for:**

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| **Personal Information (please use block capitals)** | | | |
| * 1. **Personal Details** | | | |
| **Title:** | **Forename(s):** | | **Surname:** |
| **Address:** | | **Former Name (including maiden name):** | |
| **Postcode:** | | **Preferred Name:** | |
| **How long have you lived at this address:**  If less than 5 years, please provide all previous address in that time. | | | |
| **Previous Address:** | | **Previous Address:** | |
| **Length of time at Address:** | | **Length of time at Address:** | |

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| **Date of Birth:** |  |
| **DfEE Number:** | **Date of Qualification:** |
| **Country of Qualification:** | **NI Number:** |

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| **Contact Details:** |  |
| **Home telephone:** | **Email:** |
| **Mobile telephone:** |  |
| **Work telephone:** |  |

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| * 1. **General** | |
| Do you have Qualified Teacher Status? | YES NO |
| Do you have a current Full UK Driving License? | YES NO |
| Please provide full details for membership to any professional bodies: | |

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| * 1. **Education, Academic and Vocational Qualifications**   Please provide details of all academic and vocational qualifications: | | | |
| **School/College/University** | **From** | **Date Obtained** | **Subject Qualifications, Awarding Bodies, Grades & Honours** |
| **Secondary (Post 16)** |  |  |  |
| **Higher Education** |  |  |  |
| **Further Postgraduate Qualifications (including PGCE)** |  |  |  |
| **Other Qualifications** |  |  |  |
| * 1. **Professional Development** | | | |

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| **Long Courses (attended during the last 3 years)** | | | | |
| **Name of Course (award)** | **Provider** | **FT/PT or Seconded** | **From** | **To** |
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| **Short Courses (attended during the last 3 years)** | | | | |
| **Name of Course (award)** | **Provider** | **FT/PT or Seconded** | **From** | **To** |
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| **Outside Interests:** |

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| * 1. **Further Education and Career History**   Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.  Please start with your current, or most recent, employer and in each case the reason for leaving employment.  Please provide explanations for any periods when not in employment, further education or training. | | | |
| **Employer/Training Establishment (including dates)** | **Position Held (including subjects taught and at which level)** | | **Reason(s) for leaving** |
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| **Salary (basic), if appropriate (please indicate spine point)** | | **Additions (please indicate responsibility points, London Allowance etc.)** | |
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| **Total Salary** | |  | |

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| **Please set out, in detail, below a statement in support of your application, which addresses the criteria in the person specification for this post:** |
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| * 1. **Please confirm if you know any existing employee, volunteer or Trustee at Lewes Old Grammar School and, if so, please provide full details of how you know them:** |
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| * 1. **Referees**   Please provide at least two professional referees. One referee should be your current, or most recent, employer: | | | |
| **Referee 1** | | **Referee 2** | |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Tel No.** |  | **Tel No.** |  |
| **Email** |  | **Email** |  |

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| * 1. **Data Protection**   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.  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.  We may check the information provided by you on this form with third parties.  By signing the application form you consent to the processing of sensitive personal data. |

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| * 1. **Declaration**   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 Head or the HR Manager as appropriate.  If you would like to discuss this beforehand, please telephone in confidence to the Head or the HR Manager 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](http://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. | |
| **I have nothing to declare** | **I enclose a confidential statement** |

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| I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal. | |
| **Signature**: | **Date**: |

**Please return your completed application form to:**

**Miss G Seligmann, HR Manager**

**hr@logs.uk.com**