



Teaching Staff Application

PLEASE COMPLETE USING BLACK INK OR TYPE.

APPLICATION FOR THE POST OF:	
SURNAME:	FORENAME(S):
TITLE:	Please give details of any previous surnames:
ADDRESS FOR CORRESPONDENCE:	TELEPHONE NUMBERS
	HOME:
	WORK:
	May we contact you at work? YES NO
POSTCODE:	MOBILE:
E-MAIL ADDRESS:	NATIONAL INSURANCE NUMBER:

Employment History

PRESENT OR MOST RECENT EMPLOYMENT	
Name & address of employer:	Job title:
	Summary of main duties:
Nature of business:	
Date of appointment: (dd/mm/yy)	Current scale point & allowance (if any)
Reasons for leaving:	Notice required:

Teaching Experience

Is this your first teaching appointment?	YES	NO
If YES , please state the name of your training establishment:		
Then complete Section A , detailing any teaching experience gained through teaching placements.		
If NO , please complete Section B only.		

Section A: For candidates currently undertaking a PGCE (or equivalent)

Dates		School Name	Primary/Secondary/ Special	Age of Children Taught	Length of Experience
From	To				

Section B: For Qualified Teaching Staff only

Name of School or College <i>(please include type of school and approximate number of students on roll)</i>	Status		Exact dates of service	
	Full or Part time	Title of post and salary scale	From: (dd/mm/yy)	To: (dd/mm/yy)
1				
2				
3				
4				
5				

Are you registered with the General Teaching Council?

**DCSF (formerly DFES)
Reference Number:**

Date Issued:
(dd/mm/yy)

**Date of Satisfactory
Completion of Induction:**
(dd/mm/yy)

**Name of Confirming
Authority:**

PREVIOUS NON-TEACHING EMPLOYMENT

Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.

Employer's name and address	From Month / Year	To Month / Year	Job title and summary of main duties	Reasons for Leaving

Please give details of any gaps in your employment history:

Support of Application

Please attach a letter of application, or enter below, giving any further details of experience that may be relevant to this post. Please ensure that this is matched to the details of the post and the person specification (if provided).

Qualifications and Training

EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications will be requested from shortlisted candidates.

Secondary School(s)	Courses taken	From	To	Result/Qualifications gained (include all GCSE and A Level grades or equivalent)
University or College	Courses taken	From	To	Result/Qualifications gained (include class of degree)

INSERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned.

Course Title	Provider	Duration	Dates

References

Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. **It is the normal practice for references to be obtained before any formal interview.**

If you were known to either of your referees by another name please give details:

<p>1.</p> <p>Name:</p> <p>Position:</p> <p>Address:</p> <p>Tel:</p> <p>Email:</p> <p>In what capacity does the referee know you?</p>	<p>2.</p> <p>Name:</p> <p>Position:</p> <p>Address:</p> <p>Tel:</p> <p>Email:</p> <p>In what capacity does the referee know you?</p>
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Additional Information

- | | | |
|---|-----|----|
| 1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK? | YES | NO |
| 2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? | YES | NO |
| If so, please give details: | | |
| 3. Do you hold a full current driving licence? | YES | NO |
| 4. Are you a relative or partner of any member of the Governing Body, or any employee of Dr Challoner's Grammar School? | YES | NO |
| If YES, Please state name of person and relationship: | | |
| 5. If you have a disability which would require any special arrangements to be made if you are short listed for interview, please enter details here: | | |
| 6. How many working days have you lost due to sickness absence over the past twelve months? | | |

Criminal Convictions - Rehabilitation of Offenders Act 1974

Dr Challoner's Grammar School aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). As Dr Challoner's Grammar School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that **you are required to declare any convictions, cautions or reprimands which you may have, even if they would otherwise be regarded as 'spent' under this Act, and any prosecutions pending against you.** Failure to disclose this information could result in dismissal or discipline by the School. Any information will be treated in complete confidence.

I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered 'spent'.

Do you have any criminal offences? YES NO (tick as appropriate)

If you answer yes, you will be required to provide written details of any convictions, cautions, bind-overs, or prosecutions pending should you be selected for interview. Please ensure that you bring these with you to your interview, if you are shortlisted.

Signed: **Date:**

Declaration

I agree that any offer of employment is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical clearance. In accordance with the 1998 Data Protection Act, it is agreed that the employer may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action.

Signed: **Date:**

Thank you for your interest in Dr Challoner's Grammar School.

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

Please complete the monitoring forms on the page below.

RECRUITMENT MONITORING

The information you give here is confidential and is used for monitoring purposes only – it does not form part of the application, and will be removed before your application is screened.

Dr Challoner's Grammar School is committed to appointing the best candidate, on the basis of their ability to do the job.

National Codes of Practice advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

Application for the post of:	Gender:	MALE	FEMALE
Full name:	Date of birth:		
	Do you consider yourself to have a disability?	YES	NO
	If YES, what is the nature of your disability?		

How would you describe yourself?

These categories of ethnic origin are recommended by the Equality & Human Rights Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.

Please tick the appropriate box to indicate your cultural background:

White:

British

Irish

Other

Asian or Asian British:

Indian

Pakistani

Bangladeshi

Asian Other
(please define)

Chinese or Other Ethnic:

Chinese

Chinese Other

Mixed:

White and Black Caribbean

White and Black African

White and Asian

Mixed Other
(please define)

Black or Black British:

Caribbean

African

Black Other
(please define)

Other Ethnic

Other Ethnic Group
(please define)