## RIPLEY COURT SCHOOL - Application Form for Teaching Staff

To apply for this post, please complete this form in black ink or type and send or email, together with a letter of

application and a c.v. if you wish, to: [head@ripleycourt.co.uk](mailto:head@ripleycourt.co.uk) or Headmaster, Ripley Court School, Rose Lane,

Ripley, Surrey GU23 6NE

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| --- | --- | --- | --- | --- | --- | --- |
| Application for post of: | | | | | | |
|  | | | | | | |
| Surname: | |  | | | Title: Mr / Mrs / Miss / Ms / Dr | |
| Forenames: | |  | | |  | |
|  | |  | | |  | |
| Address for correspondence: | | | | | Home telephone: | |
|  | | | | | Work telephone: | |
|  | | | | | Mobile number: | |
| Post Code:  Email address: | | | | | National Insurance No: | |
|  | | | | | | |
| DCFS Reference No | | | | | | |
|  | | | | | | |
| Educational and Academic Qualifications:  Give details of secondary schools, colleges and universities attended since the age of 16 with examination dates, results and qualifications obtained. There is no need to include any qualifications gained prior to ‘A’ levels or equivalent. Please include membership of relevant professional institutions (and indicate whether membership is by examination or otherwise). Evidence of qualifications may be requested. | | | | | | |
| **General Education** | | | **School/College/University** | **Full or**  **P/Time** | **Examinations taken or to be taken (with dates)** | **Qualifications obtained** |
| **From** | **To** | |
|  |  | |  |  |  |  |

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| --- | --- | --- | --- | --- |
| Summary of **non-teaching** employment (please start with the most recent) | | | | |
| Name of Employer | From | To | Job Title | Brief details of responsibilities and reasons for leaving |
|  |  |  |  |  |

Is this your first teaching appointment? YES / NO

If no, please complete the details below. If yes, please proceed to the next page.

|  |  |  |
| --- | --- | --- |
| Present employment (if applicable): |  |  |
| Employer’s name and address: | Date appointed: |  |
|  | Job Title: |  |
|  | CPS Point: |  |
| Post Code: | Salary: |  |
| Telephone number: | Notice required: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Teaching experience (please list in chronological order, starting with your current post: | | | | | | | | |
| LEA if applicable | Name of School or College | Type of school or college | No. on roll | Status | | | Exact dates of service | |
| Full or  Part  time | Qual or  Unqual | Salary or  Scale | From | To |
|  |  |  |  |  |  |  |  |  |

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| In-service training  Give details of most recent, relevant courses attended and indicate any awards earned. | | | |
| Course Title | Provider | Duration | Dates |
|  |  |  |  |

**References:**

|  |  |  |  |
| --- | --- | --- | --- |
| The first reference should be your present or most recent employer, if applicable. It is normal practice to take up telephone references on application, and written references shortly after appointment. | | | |
| If you were known to either of your referees by another name, please give details: | | |  |
| First Referee | | Second Referee | |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Address: | Post code: | Address: | Post code: |
| Email  Tel No: |  | Email  Tel No: |  |
| In what capacity is the above known to you? | | In what capacity is the above known to you? | |

**Other information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you related to any member of staff, governor or pupil of this school? | | | YES / NO | |
| If yes, please state name of person and relationship: | | |  | |
| Do you have a current driving licence? | YES / NO | Do you have regular use of a vehicle? | | YES / NO |

**Criminal offences:**

|  |  |
| --- | --- |
| This post is subject to the DES Circular 4/86 “Protection of Children: Disclosure of criminal background to those with access to children”. Applicants are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Rehabilitation of Offenders Act 1974.  You are asked to disclose any previous convictions. In the event of employment, any failure to disclose convictions could result in dismissal or disciplinary action. Any information given about convictions will be completely confidential. The successful candidate will also be required to give his/her agreement to a police check as a matter of routine. | |
| Have you ever been convicted of a criminal offence or been made the subject of any order civil or criminal, made by a Court of Law? Have you ever been deemed unsuitable to work with children? If yes, please give particulars: | YES / NO |

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| --- |
| I certify that to the best of my knowledge, the information given in this application is factually correct and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action.  Applicants submitting applications electronically will be required to sign this declaration if interviewed. Identification (Passport, driving licence, birth certificate) and previous CRB/List 99 clearance will be required at interview.  Signed: Date: |