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**JOB APPLICATION FORM (Teaching – Senior Management)**

**Post Applied for: DIRECTOR OF CO-CURRICULAR ACTIVITIES – Commencing April 2018**

*Please complete this form clearly in black ink. All applicants are invited to write a letter of application outlining their suitability for the advertised post, together with their Curriculum Vitae. Please continue on a separate page if needed and indicate any continuation on this form. Applicants must sign the declaration on the back page* ***PLUS THE SEPARATE ‘DISCLOSURE FORM’*** *and return all completed documentation to the Headmaster NO LATER THAN Friday 24 November 2017.*

**1. Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:**  |  | **First Names:** |  |
| **Previous Surname:** |  | **Any other previous name changes:** |  |
| **Title:** |  | **NI Number:** |  |
| **Teacher DCSF No:** |  |
| **Home Address:****Postcode: Email:****Telephone Number: Mobile Number:** |

**2. Qualifications**

|  |  |  |
| --- | --- | --- |
| **A Level Qualifications etc****(Subjects and grades)** | **Name of Institution** | **Date of Award** |
|  |  |  |
| **Degrees, Diplomas, Post Graduate Qualifications** **stating subjects, grades****& class of degree etc** |  |  |
|  |  |  |

Do you have Qualified Teacher Status (QTS)? **YES/NO**

Are you registered with GTC for England? **YES/NO**

**3. Current Employment Details**

Please give details of your current employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer/****LEA** | **Name & Type of School** | **No. on Roll** | **Job Title** | **From** |
| **D/M/Y** |
|  |  |  |  |  |
| **Current Salary** |

**4. Teaching Experience**

Please give details of your previous teaching experience.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer/****LEA** | **Name & Type of School** | **No. on Roll** | **Job Title** | **From** | **To** |
| **D/M/Y** | **D/M/Y** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**5. Other Employment Experience**

Please include full-time, part-time and voluntary positions

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Job Title/Responsibilities** | **From** | **To** |
| **D/M/Y** | **D/M/Y** |
|  |  |  |  |
|  |  |  |  |

**6. Referees**

Please provide details of TWO referees, who have recent professional knowledge of your work, one must be your present employer or last employer, if not currently employed. References will not be accepted from relatives or from people writing solely in the capacity of friends.

## Present Employer

**Name:** …………………………………………………………………………………………………………

Position: ………………………………………………………………………………………………………

Address: ………………………………………………………………………………………………………

………………………………………………………………………………………………………………….

Post Code: …………………… Telephone No: …………………………………………………………..

Fax No: ………………………………………….. Email: ………………………………………………..

**Second Referee**

**Name:** ………………………………………………………………………………………………………….

Position: ……………………………………………………………………………………………………….

Address: ……………………………………………………………………………………………………….

…………………………………………………………………………………………………………………..

Post Code: …………………… Telephone No: ……………………………………………………………

Fax No: ………………………………………… . Email: …………………………………………………

**If you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, please provide details of a third referee who could comment on your suitability to work with children**

**Third Referee**

**Name:** …………………………………………………………………………………………………………

Position: ………………………………………………………………………………………………………

Address: ………………………………………………………………………………………………………

………………………………………………………………………………………………………………….

Post Code: …………………… Telephone No: ……………………………………………………………

Fax No: …………………………………………. Email: …………………………………………………

7. Declaration of Criminal Convictions

This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information about convictions, past cautions or prosecutions pending.

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 conditions and convictions can be found on the DBS website.

If after interview it is decided to offer you the post a check will be undertaken with the police prior to confirmation of your appointment. You will be required to provide a Certificate from the Disclosure and Barring Service (known as the DBS – formerly the Criminal Records Bureau) at the appropriate level for the post.

Please complete the form titled **Additional Job Application Question ‘Disclosure of Criminal Background’,** yourapplication will not be accepted without it.

**8. Declaration**

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

Signed …………………………………………................. Date …………………………………………

**Please advise the School if you need any adjustments to be made for your interview for reasons of disability.**

 Please return your completed application to:

 The Headmaster

 Hymers College

 Hymers Avenue

 Hull

 East Yorkshire

 HU3 1LW

headmaster@hymers.org

Telephone (01482) 343555

 Fax (01482) 472854

 www.hymerscollege.co.uk