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| ***TEACHING POST APPLICATION FORM Confidential*** |
| *Post:* |

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| **Personal Information**  Surname: Mr / Mrs / Miss / Ms / Title:  Previous Surnames: First name(s):  Address: GTC No (if any):  National Ins No:  Telephone No. Home:  Telephone No. Mobile:  Post Code: Email Address:  Are you eligible to work in the UK? **YES / NO**  If NO please specify your circumstances      **(All successful applicants will be required to provide proof of eligibility to work in the UK)** |

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| **Education and Training**  **Secondary School / College:**  Dates From To  Dates From To   |  |  |  | | --- | --- | --- | | A Level or Equivalent Subjects Taken: | Year Taken | Grades Attained | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **University / Higher Education:**  Dates From To  Dates From To   |  |  |  | | --- | --- | --- | | Degree(s) or Equivalent: | Year Taken | Grades Attained | |  |  |  | |  |  |  | |  |  |  |   **Further postgraduate qualifications (including PGCE, please state which key stage)**   |  |  |  | | --- | --- | --- | | Qualification: | Year Taken | Grades Attained | |  |  |  | |  |  |  | |

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| Details of membership of professional institutes or societies, including grade of membership and year attained. |

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| Details of any other specialised training, knowledge or experience not shown above (Including languages, written or spoken). |

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| **Present or Most Recent Employment**  Name of Employer Position Held  Address Date Appointed Date of Leaving  Present Salary £ pa Salary Grade & Point  Post Code Allowances  Telephone No. Period of Notice Required  Reason(s) for Leaving (if applicable)    Brief Description of Present Duties |

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| **Full Employment History** in chronological order (most recent first). Please include part-time and voluntary work as well as full-time employment. Please include any periods of unemployment or gaps in employment history with explanation. Checks will be conducted to verify previous employment history.   |  |  |  |  | | --- | --- | --- | --- | | **Dates (From    To)** | **Name of Employer** | **Position Held** | **Reason(s) for Leaving** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

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| **Spare Time Activities, Interests etc.** |

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| **PROFESSIONAL DEVELOPMENT**  Please give details of training courses relevant to this application   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Course Title** | **Provider** | **Duration** | **Dates Attended** | **Awards (if applicable)** | |  |  |  |  |  | |

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| **Supporting Statement**  **On no more than 2 sides of A4 paper, font size 11, briefly state the reasons, with evidence, for which you consider that your experience, qualifications and ability render you suitable for the position for which you have applied. Space to provide this statement is available at the end of the application form.** |

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| **Referees**   * **References will only be sought for those short listed for interview. It is our policy to obtain references prior to interview. If you have any concerns about this please indicate.** * **The first reference MUST be your present or most recent employer or if in full time education from University/College** * **If any of your references relate to your employment at a school or college your referee MUST be the Headteacher or Principal. In the case of Headteacher, or were previously employed as one, then your referee should be the Chair of Governors.** * **If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been subject to child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.** * **If you are not currently working with children but have done so previously the second reference MUST be that employer.** * **Please do not give relatives or people solely in the capacity as friends as referees.** * **Please seek the permission of referees prior to giving their details.** * **Other previous employers may be approached for information, before interview, to verify details on your application form.**   Please give the names and addresses of two persons willing to give you a reference:  Name Name  Position Position  In what capacity do you know the referee? In what capacity do you know the referee?    Company Company  Address Address          Postcode Postcode  Telephone No. Telephone No.  Email Address: Email Address:  Fax No. Fax No.  If you are known to the referee(s) by any other name please give details: |

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| **Disclosure of Relationship**  Are you related by marriage, blood or as a cohabiter to any employee or Steering Group Committee Member of Ephsol Education?  If **YES**, please give name, position and relationship. |

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| **Past Criminal Record**  **This post is exempt from the Rehabilitation of Offenders ACT 1974. Consequently if you are appointed you will be required to undertake an enhanced DBS check. Therefore you will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as ‘spent’. Having a criminal record will not necessarily prevent you from taking up appointment it will depend on the nature of the offences and their relevance to the post for which you are applying. However, should you NOT declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.**  Have you lived or worked abroad within the last five years? YES /NO (If so you may be required to obtain a certificate of good conduct from that country/countries  I have no previous convictions, cautions or bind-overs, no outstanding cases and am not currently disqualified from working with children or on DfE list 99 or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council)  Signature Date  If you are unable to sign this declaration, please enclose any details in a separate sealed envelope, marked **‘confidential’**, when you return your application form. |

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| **Declaration**  Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by our school for the selection and verification process in connection with your application for this post. Your name and contact details will be held electronically together with recruitment process monitoring.  Under the Data Protection Act 1998 you have the right of access to any electronically and/or manually held information.  By signing the declaration at the bottom of this application form, you give permission for your details to be used in this way.  I declare that the information given on this form is correct to the best of my knowledge and belief.  I understand that any false statements on this form will justify dismissal from Ephsol Education.  I understand that the school will undertake an enhanced DBS check and rigorous pre-employment checks including, eligibility to work in the UK and reference/previous employment history checks.  Signature Date |

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| **SAFEGUARDING STATEMENT**  ***Ephsol Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Our commitment to safeguarding is reflected in our rigorous recruitment, selection, pre-employment checking and induction processes.*** |

**Name:**

**Supporting Statement**