



### Application Form - Teachers

Applicants must complete and return this Application Form by post for their application to be considered. All declarations must be signed and applicants may incorporate further details including their own bespoke CVs if they wish.

Post Applied for: .....	Start Date: .....
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**Section 1 – Personal Details**

Full name (and any former names).....  
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Address .....

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Post code .....

*(Please give all addresses in last five years if more than one)*

National Insurance No: ..... DfES Number .....

QTS Status? YES/NO    GTC Registered? YES/NO

Telephone: Day ..... Evening ..... Mobile .....

Email address .....

Do you hold a driving licence? Yes/No ..... If 'Yes' is it 'clean': .....

***PLEASE NOTE:***  
***to comply with our statutory obligations, including those under the Asylum & Immigration Act 1996, all applicants invited for interview will be asked to bring with them their passport or evidence of a National Insurance number.***

**Section 2 – Education**

**Secondary/Senior School** (with dates of attendance):

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A-level (please include Board, subjects with grades and dates):

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.....  
.....

**University or College** (with dates of attendance):

.....

Degree: Subject with class: .....

**Teaching Qualifications**

Qualification: .....

University or College: .....

Dates of attendance: .....

DfES Number: .....

**Further qualifications/degrees/professional training** (please give dates):

.....  
.....

***PLEASE NOTE:***

*to comply with our statutory obligations, applicants invited for interview will be asked to bring with them their ORIGINAL certificates to confirm the data given above.*

*Please continue on a separate sheet if necessary*

**Section 3 – Present Post**

Job Title: .....

Present salary: ..... Date of appointment .....

Name and address of present school/employer

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Subjects taught

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Additional responsibilities: .....

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Extra curricular activities and/or games: .....

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Other relevant experience: .....

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**Section 5 – Interests**

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**Section 6 – References**

Please provide at least two references. One referee should be your current or most recent employer. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.**

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**Section 7 – Equal Opportunities/Disability**

Dodderhill School aims to be a fair employer and is committed to equal opportunities. Dodderhill School does not discriminate against employees on the basis of gender, ethnic origin, race, religion, marital status, disability or sexual orientation. Information provided here will be used for statistical purposes by the School in the monitoring of its equal opportunity policy.

**Disability**

If you consider yourself disabled, please indicate the nature of your disability and any reasonable adjustments which may be necessary in order to be able to carry out the duties of the post. Please also indicate any help we can give to enable you to attend or participate in any interview:

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.....

Signed:.....

Dated: .....

Print Name:.....

**Declaration – please read carefully**

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Dodderhill School relating to the subject matter of this form, being processed by them in administering the recruitment and selection process. If you become an employee of the school the information will remain confidential. It will be used for the purpose of personnel administration, including pay and pensions, and by designated staff only. If you do not become an employee, the information will be destroyed.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared.

Dodderhill School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Candidates should be aware that all posts in School involve some degree of responsibility for safeguarding children.

I understand that if my application is successful I will be required to obtain an Enhanced CRB disclosure and complete a medical questionnaire.

The school may request a certificate of medical fitness from my medical practitioner.

**Signed:** .....

**Dated:** .....

**Print Name:** .....