



Application Form – Teaching Staff

Applicants must complete and return this Job Application Form by post for their application to be considered. Applicants may incorporate further details (including their own bespoke CVs if they wish), together with any observations on the job description they may have, within their covering letter.

Post Applied For

Start Date

Section 1 – Personal Details

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

.....

Address

..... 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

Primary/Preparatory School:

Secondary/Senior School:

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

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University or College:

Dates of Attendance:

Degree: Subject with class:

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.

Section 3 – Teaching Qualifications

Qualification:

University or College:

Dates of attendance:

DfES Number:

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

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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.

Section 4 – Present Post

Name and address of present school/employer:

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Job Title & Major Responsibility:

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Subjects taught:

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Extra-curricular activities and games:

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Other relevant experience:

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Present salary: Date of appointment

Section 6 – Interests

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Section 7 – Equal Opportunities/Health/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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Health

Please give details of any known mental or physical health condition, past or present, which may be relevant or which may prevent you from giving effective, continuous service. If none, write 'none'.

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A medical examination is not a usual requirement but the School may request a certificate of fitness from your general practitioner.

Signed:.....

Dated:

Print Name:.....

Section 9 – References

Please provide at least two references. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.**

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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.

Signed:.....

Dated.....

Print Name:

Declaration - please read carefully

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. I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council), and either (please delete as appropriate):

I have no cautions, convictions or bind-overs

OR

I have attached details of any cautions, convictions or bind-overs in a sealed envelope marked ‘confidential’.

Signed Date