

**APPLICATION FOR EMPLOYMENT**

(This Application Form must be completed in full. Incomplete Application Forms will not be accepted. CVs will not be accepted in substitution for incomplete Application Forms.)

Providing false information is an offense and could result in your application being rejected, or summary dismissal if you have been selected, and possible referral to the teachers’ misconduct team, or the police.

**Post Title:**

| Surname: | Forenames: | Maiden or former Name(s) |
| --- | --- | --- |
| Title: Mr, Mrs, Miss, Dr etc | National Insurance Number: |
| DfES reference number: | Do you have qualified Teacher Status: Y/N\* | Are you registered with the GTC for England: Y/N\* |
| Address: | | |
| Home Tel No: | Daytime Tel No: | Email address: |
| Have you lived abroad for 3 months or more in the last 10 years? (Please note if yes, you may be required to produce a Police Clearance Certificate for each country) | **Yes** or **No:** | If yes please provide dates of residency, country and occupation: |
| **Entitlement to work in the UK**  To comply with the Immigration and Asylum Nationality Act 2006 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (for example, a document showing your national Insurance Number, birth certificate, passport etc..) Do not send these now. Further information will be sent to you if you are selected for interview.  Do you require a work permit to work in the UK **Yes\* No\***  If you already have a work permit , please give the expiry date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

\*please circle as appropriate

| **Name of current employer** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Address: | | | | | | | Tel No:  Email address: | | | |
| Title of post held: | | | | | | | Date appointed: | | | |
| Present Salary: | | | | Other payments/allowances: | | | | Current Period of Notice: | | |
| Please describe your current post giving details of your key duties and other responsibilities relevant to this post: | | | | | | | | | | |
| **Full Employment History since leaving full time education.** Please complete in chronological order, working backwards and ensuring all periods or time are accounted for. Any gaps in employment must be explained, for example unemployment, voluntary work, travel etc. (Please use an additional sheet if required) | | | | | | | | | | |
| From:  (mm/yyyy) | To:  (mm/yyyy) | Name and address  of employer: | | | Job title and  brief description of duties | | | | | Salary and reason for leaving |
| If there are any gaps in your employment history please explain them here: | | | | | | | | | | |
| **Educational Qualifications obtained:**  If the job requires you to hold a particular qualification, you will be asked to produce original evidence if shortlisted. | | | | | | | | | | |
| **Relevant Qualifications**  (e.g. CSE, GCSE, ‘O’/’A’ Level, NVQ, Degree, professional or equivalent) | | | **Subject**  (e.g. English, Maths, Business Administration, Law) | | | Grade  (e.g. A,B, C,1, 2, 3, Distinction, Pass) | | | If the post is based within the Children, Schools and Families Service, dates obtained must be identified.  DD/MM/YYYY | |
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| **Further Training and Development:**  Please list below relevant job-related training, specialist training and include details of education currently being undertaken or planned. | |
| --- | --- |
| Title and brief description of course/qualification | Date  DD/MM/YYYY |
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Continue on a separate sheet if necessary

| **Membership of Professional Bodies (if applicable):** | | | | |
| --- | --- | --- | --- | --- |
| Institute or Association | Level of Membership | Membership Number | How Obtained  (e.g. election or qualification) | Date obtained  DD/MM/YYYY |
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| **Personal Statement**  Using the person specification that you have been sent with your application pack, please demonstrate using examples, your suitability for the position you are applying for. Please include your reason for applying for and interest in this position. | | |
| --- | --- | --- |
| **Referees:**  Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (N.B. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend/relative and professional email addresses should be provided only. | | |
| Name: | 1 | 2 |
| Address: | 1 | 2 |
| Position: | 1 | 2 |
| Relation to applicant: |  |  |
| Tel No: | 1 | 2 |
| Email Address: | 1 | 2 |

***Please note that we will contact the above referees if you are short listed for this post and seek reference before interview. Also, in relation to work with children we will seek information about any disciplinary issues relating to children and/or child protection concerns you may have been subject to.***

| Do you have any connections to the School e.g. Personal, financial | Yes/No | If so please provide details: |
| --- | --- | --- |
| **PERSONAL DECLARATION:**  **Do you have any unspent convictions/reprimands/cautions or final warnings from the police?**  **Yes/No**  I understand that if my application is successful I will be required to obtain an enhanced DBS Disclosure.  I confirm that the Information provided on this application form is correct to the best of my knowledge.  Signed: Date:  Print Name: | | |

Please return this Application form to: Harriet Cairns

St Neot’s School, St Neot’s Road

Eversley, Hook, Hants.

RG27 0PN

Or email: hcairns@stneotsprep.co.uk