

AYLESBURY GRAMMAR SCHOOL

TEACHING APPLICATION FORM



PLEASE COMPLETE USING BLACK INK OR TYPE.

APPLICATION FOR THE POST OF:	
SERVICE/SCHOOL:	JOB REF. NUMBER: (where available)
SURNAME:'	FORENAME(S):
TITLE:	Please give details of any previous surnames:
ADDRESS FOR CORRESPONDENCE:	TELEPHONE NUMBERS
	HOME:
POSTCODE:	WORK: May we contact you at work? Yes/No
E-MAIL ADDRESS:	MOBILE:
	NATIONAL INSURANCE NUMBER:

Employment history

PRESENT OR MOST RECENT EMPLOYMENT	
Name & address of employer:	Job title and summary of main duties:
Nature of business:	Are you still currently employed by this organisation?:
Date of appointment: / /	Grade and details of allowance:
Reasons for leaving (If applicable):	Salary Scale and Current Salary:
	Notice required:

PREVIOUS NON-TEACHING EMPLOYMENT				
Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.				
Employer's name and address	From month / year	To month / year	Job title and summary of main duties	Reasons for leaving
Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education.				

Teaching experience

Do you hold Qualified Teacher Status? *Yes/No If yes, please give date of award _____

If you are a Newly Qualified Teacher please complete Section A, detailing any teaching experience gained through teaching placements.

If you are a Qualified Teacher, please complete **Section B** only.

Section A: For Newly Qualified Teaching staff

Dates		School name	Primary/Secondary/ Special	Age of children taught
From	To			

Section B: For Qualified Teaching staff only

L.E.A	Name of School or College	Type of school or college	Number on roll	Status			Exact dates of service					
				Full or part time	Qual or Unqual	Salary scale	From:			To:		
							D	M	Y	D	M	Y

Are you registered with the NCTL?		*Yes/No * please delete	
DFES Reference Number: Mandatory field/please complete if appropriate		Date Issued: Mandatory field/please complete if appropriate	/ /
Date of Satisfactory Completion of Induction:	/ /	Name of confirming Authority of induction period:	

Are you subject to any conditions or prohibitions placed on you by the NCTL? *Yes/No

If Yes, please give full details _____

Support of application

Please attach a letter of application giving any further details of experience that may be relevant to this post. Make sure you read the job description and person specification and refer to it throughout.

Qualifications and training

EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested.

Examination, course (with dates)	From	To	Result/qualifications gained

INSERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned.

Course title	Provider	Duration	Dates

Data Protection Act 2018

Our Privacy Notice for collecting this data can be found on our website and also here:

<https://www.ags.bucks.sch.uk/wp-content/uploads/2019/03/Privacy-notice-for-job-applicants.pdf>

References

Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. References must cover a 5 year consecutive period. **It is the normal practice for references to be obtained before any formal interview.**

Please note: Before you can commence employment at AGS we must be in receipt of two satisfactory references.

If you were known to either of your referees by another name please give details:

<p>1st Referee. If this is your current employer please confirm that we can contact before interview. Y / N</p> <p>Name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p> <p>Email: _____</p> <p>In what capacity does the above know you?</p>	<p>2nd Referee.</p> <p>Name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p> <p>Email: _____</p> <p>In what capacity does the above know you?</p>
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Additional information

- | | |
|---|--------|
| 1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you require any documentation supplied by the Home Office or UKBA in order to work in the UK? | Yes/No |
| 2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? | Yes/No |
| If so, please give details: | |
| 3. Do you hold a full current driving licence? | Yes/No |
| 4. Are you able to travel to different locations across the County? | Yes/No |
| 5. Have you ever been subject to any disciplinary action by your employer or professional body? | Yes/No |
| If YES, please give details | |
| 6. Are you a relative or partner of any County Councillor, employee of this authority and/or school governor? | Yes/No |
| If YES, Please state name of person and relationship: | |
| 7. If you have a disability please let us know of any special arrangements you may need to make if you are short listed for interview: | |
| 8. Where did you see the advertisement for this post? Please circle: TES; Bucks Herald; Guardian; Bucks Free Press; Buckinghamshire Advertiser; BCC Job website; careers fair; other local press; other national press; other trade press; other website | |

Aylesbury Grammar School abides by the Disclosure & Barring Service, a copy is available on request or visit <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. A copy of the Policy for the recruitment of ex-offenders is available from the School.

Declaration

I agree that any offer of employment with Aylesbury Grammar School is subject to satisfactory evidence of the right to work in the UK, DBS check, satisfactory references and other pre-employment checks. In accordance with the 2018 Data Protection Act, it is agreed that Aylesbury Grammar School may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

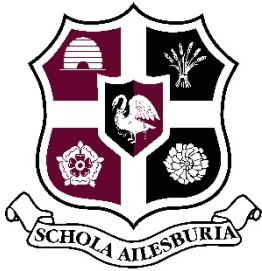
I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the County Council.

Signed:

Date: / /

Please email your completed form to dmiles@ags.bucks.sch.uk or send to Aylesbury Grammar School, Walton Road, AYLESBURY HP21 7RP

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

<h2 style="text-align: center;">Recruitment Monitoring</h2>	
	<p>Aylesbury Grammar School operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.</p> <p>The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.</p> <p>The information you give is confidential and is used for monitoring purposes only.</p> <p>Application for the post of:</p> <p>Job reference no:</p> <p>Full name:</p> <p>Gender (please select as appropriate) Male/Female</p> <p>Date of birth: dd/mm/yyyy</p> <p>Do you consider yourself to have a disability? Yes/No/Not answered</p> <p>If yes, what is the nature of your disability?</p> <p>We are working to implement the Guaranteed Interview Scheme for Disabled People. This means we will guarantee to interview all applicants with disabilities who meet the essential criteria for a vacant post. You can choose to take part in the guaranteed interview scheme by indicating that you have a disability and the manager who is recruiting you will be advised accordingly. If you do not wish the recruiting manager to know that you have a disability, (and therefore do not wish to take part in the scheme) please indicate this on your application form.</p> <p>Do you wish to take part in this scheme? Yes/No</p> <p>Please complete the reverse of this section</p>

Religion

These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.

Buddhist
Christian
Hindu
Jewish
Muslim
Sikh
No religion
Other
Not answered

How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.

Please tick the appropriate box to indicate your cultural background:

White British	<input type="checkbox"/>
White Irish	<input type="checkbox"/>
White Other	
White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Mixed Other	
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Asian Other	
Black Caribbean	<input type="checkbox"/>
Black African	<input type="checkbox"/>
Black Other	
Chinese	<input type="checkbox"/>
Chinese Other	<input type="checkbox"/>
Other Ethnic Group	
Not Stated	<input type="checkbox"/>