

**APPLICATION FORM**

**TEACHING STAFF**

**Position applied for:**Click here to enter text.

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| **PERSONAL DETAILS** | |
| Legal surname:Click here to enter text. | Legal first and middle names:Click here to enter text. |
| Preferred surname:Click here to enter text. | Preferred first name:Click here to enter text. |
| Previous surnames:Click here to enter text. | Title:Click here to enter text. |
| Present address:Click here to enter text. | Home telephone:Click here to enter text. |
| Click here to enter text. | Daytime telephone:Click here to enter text. |
| Click here to enter text. | Mobile telephone:Click here to enter text. |
| Click here to enter text. | National Insurance number:Click here to enter text. |
| Post code:Click here to enter text. | Teacher reference number:Click here to enter text. |
| Email:Click here to enter text. | Existing DBS certificate number:Click here to enter text.  Date of issue of existing DBS certificate: Click here to enter text. |

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| **WORK ELIGIBILITY:**  *Please note you will be required to provide proof of your eligibility to work in the UK at interview* | | | | |
| Do you require a work permit allowing you to work for 37.5 hours per week? | | | | Yes  No |
| If you already have a work permit, when does it expire? mm/yyyy Click here to enter text. | | | | |
| **HIGHER / UNIVERSITY EDUCATION:** | | | | |
| University or Institute of Education | From  mm/yyyy | To  mm/yyyy | Details of qualifications obtained (including grade/level attained) | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | |
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| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | |
| **SECONDARY EDUCATION:** | | | | |
| Name of school / college | From  mm/yyyy | To  mm/yyyy | Details of qualifications obtained (including grade/level attained) | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | |

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| **PRESENT OR LAST APPOINTMENT:** | |
| Name of Company / Organisation:Click here to enter text. | Position held:Click here to enter text. |
| Date appointed (dd/mm/yyyy):Click here to enter text. | |
| Present Salary: £Click here to enter text. | Allowance(s): £Click here to enter text. |
| Reason for leaving:Click here to enter text. | |

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| **PREVIOUS TEACHING EXPERIENCE:**  ***(for trainee teachers this should be details of your teaching practice – please continue on a separate sheet if necessary)*** | | | | |
| From  mm/yyyy | To  mm/yyyy | Local Authority | School details | Post held, salary, allowance(s), F/T or P/T |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Name of school:Click here to enter text.  Type of school:Click here to enter text.  Age range:Click here to enter text.  Gender:Click here to enter text.  Subjects taught:Click here to enter text.  Key stages taught:Click here to enter text. | Post:Click here to enter text.  Salary: £Click here to enter text.  Allowance: £Click here to enter text.  F/T or P/T:Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Name of school:Click here to enter text.  Type of school:Click here to enter text.  Age range:Click here to enter text.  Gender:Click here to enter text.  Subjects taught:Click here to enter text.  Key stages taught:Click here to enter text. | Post:Click here to enter text.  Salary: £Click here to enter text.  Allowance: £Click here to enter text.  F/T or P/T:Click here to enter text. |
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| **OTHER FULL TIME EMPLOYMENT OUTSIDE TEACHING:** | | | | | |
| From  mm/yyyy | To  mm/yyyy | Job Title | Employer | Responsibilities/  achievements | Reason for leaving |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **OTHER INTERESTS AND ACTIVITIES:**  *Details of other unpaid experience in chronological order (eg voluntary work etc.) which you wish to be taken into consideration.*  *If you have had any breaks in employment, please give details in this section.* |
| Click here to enter text. |

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| **CURRENT MEMBERSHIP OF RELEVANT PROFESSIONAL ASSOCIATIONS:** | |
| Click here to enter text. | |
| Click here to enter text. | |
| Click here to enter text. | |
| Click here to enter text. | |
| **RECENT CPD RELEVANT TO THIS APPLICATION**  ***(please continue on separate sheet if necessary):*** | |
| Course | Date attended |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

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| **QUALIFIED TEACHER STATUS:** | |
| Date QTS attained: | Click here to enter text. |
| Date induction year completed: | Click here to enter text. |

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| **SUPPORTING STATEMENT:**  *Please explain how your ability, skills and knowledge match those required for the post. Give examples where you can in support of your application. You should cover the points listed in the person specification and include any additional information eg languages spoken.* ***This section should be no longer than 2 sides of A4.*** |
| Click here to enter text. |

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| **REFEREES**  *Please give the names and addresses of two people willing to confirm your suitability for the post. If you are currently or have been in employment, one of these should be the headteacher of your current/most recent school. If you are in, or have recently completed, full-time education, one should be from your school, college or university. Please do not give family members or close friends as referees. Please note that references will be taken up before interview.* | |
| 1st referee | 2nd referee |
| Name: Click here to enter text. | Name:Click here to enter text. |
| Name of organisation: Click here to enter text. | Name of organisation:Click here to enter text. |
| Job Title:Click here to enter text. | Job Title:Click here to enter text. |
| Address:Click here to enter text. | Address:Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Telephone number:Click here to enter text. | Telephone number:Click here to enter text. |
| Email:Click here to enter text. | Email:Click here to enter text. |

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| **Uxbridge High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and individuals who work with children to share this commitment.** | | |
| **PROTECTION OF CHILDREN**  The post for which you are applying is one for which you are required to declare all criminal convictions, however long ago they occurred. Any information given will be strictly confidential and will be considered only in relation to positions covered by the Rehabilitation of Offenders Act 1974. Failure to disclose such convictions could result in disciplinary action which may lead to dismissal and prosecution. Due to the nature of the post, the successful candidate will be subject to a Disclosure and Barring Service check.  The disclosure of a criminal record will not debar you from appointment unless it is considered that the conviction renders you unsuitable for appointment. In making this decision, the school will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.  Have you ever been convicted of a criminal offence? Yes  No | | |
| If Yes, you are required to give details of criminal convictions or cautions: | | |
| Date | Offence | Sentence |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Have you ever been barred or restricted from working with children?  Yes  No | | |
| Are you subject to any legal restrictions in respect of your employment in the UK?  Yes  No | | |
| Are you related to or have a close personal relationship with any student, employee or governor?  Yes  No | | |
| If Yes to any of the above questions, please give details: Click here to enter text. | | |

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| **RECRUITMENT MONITORING FORM** |
| All applicants are required to complete the Recruitment Monitoring Form and return it with their application. |

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| **DECLARATION** |
| I understand that canvassing a member of the governing body directly or indirectly will disqualify me.  I hereby declare that, to the best of my knowledge, the information contained in this form is true and complete.  I understand that false or misleading information on this form will disqualify me from appointment and, if appointed, may result in disciplinary action which could lead to my dismissal.  I understand that I will be required to undergo an enhanced Disclosure and Barring service check if appointed to the post.  I understand that the school requires a reference from my present or last employer before an appointment can be made. I understand that additional references from former employers and educational institutions may also be requested at the school’s discretion and I hereby give my permission for such checks to be carried out.  I acknowledge that the school will use my personal data for the purposes of processing and assessing my application for employment. The information I have provided will be used in accordance with current data protection legislation. Furthermore, the information provided on this application form may be shared with the local authority and externally with other bodies administering public funds for the prevention and detection of fraud. |
| Signed: Click here to enter text. Date:Click here to enter text. |

**Thank you for completing this application. Please return to:**

The HR Manager

Uxbridge High School

The Greenway

Uxbridge UB8 2PR

Tel: 01895 234060 Fax: 01895 256738 Email: [office@uhs.org.uk](mailto:office@uhs.org.uk)