

**TEACHING APPOINTMENT AT KATHERINE WARINGTON SCHOOL**

|  |
| --- |
| Post applied for:  |

# PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).

Please return by email to **recruitment@kwschool.co.uk** as a “Word” attachment, together with your letter of application. Receipt of your application will be acknowledged via email. If you do not receive an acknowledgement please contact Julie Fox on 01582 314777.

|  |
| --- |
| **PERSONAL DETAILS (block capitals please)** |
| Surname/Family Name  | Preferred Title  |
| Previous Surname (if applicable) |  |
| First Name(s)  | Date of Birth / /  |
| Home Address  | Present Address (if different) |
|  |   |
|  Postcode  |  Postcode |
| Telephone (Home)  | Telephone  |
|  (Work)  | E-mail |

|  |
| --- |
| **CURRENT EMPLOYMENT** (if you are not employed as a teacher please give details as appropriate) |
| Name of Establishment  | Employer  |
| Type of School\* | Number on Roll  | Key Stage |
| Post Held  | Date Appointed  |
| Total Annual Salary  | Full/Part-Time (if P/T show fraction of Full-Time, e.g. 1/2, 3/5) |
| Grade of Allowance  |
| \*e.g. Primary, Voluntary Aided, Girls/Boys, Comprehensive, Independent | Reason for leaving: |

|  |
| --- |
| **PREVIOUS EMPLOYMENT DETAILS** |
| Please list in chronological order, with precise dates if possible as this information may be used to assess salary. For periods of part-time employment the fraction of full-time should be shown (e.g. 1/2, 3/5) or the average hours per week for hourly paid appointments. |
| a. IN EDUCATION (“Supply” teaching appointments need not be listed individually). |
| Employer and Establishment | Post and Grade | Type of School | Number on Roll | Key Stage | F/T or P/T | From | To |
| D | M | Y | D | M | Y |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| b. OUTSIDE EDUCATION |
| Employer  | Post  | Full/Part Time | From | To |
| D | M | Y | D | M | Y |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |
| --- |
| HIGHER EDUCATION ESSENTIAL INFORMATION |
| Establishment(s) | From | To | Full/Part Time | Qualification Awarded |
| Degree | Class | Division | Date of Award |
| **Degree** |  |  |  |  |  |  |  |
|  Or Cert. Ed. |  |  |  | Key Stage for which trained  |
| PGCE |  |  |  | Subject(s)  |
| Other (state) |  |  |  |  |

|  |
| --- |
| **SECONDARY SCHOOL EDUCATION** |
| Establishment(s)  | From | To |
|  |  |  |
|  |  |  |
| Examinations (please give details of ‘A’ levels and GCSEs, or equivalent i.e. Subject, Date, Result/Grade) |

|  |
| --- |
| OTHER QUALIFICATIONS OBTAINED |
| Course and Organising Body | Date | Qualification |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **SECOND SUBJECT** (please state up to what key stage you could teach a second subject to):  |

|  |  |  |
| --- | --- | --- |
| **PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 (please give details)** | From | To |
| D | M | Y | D | M | Y |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| **IN-SERVICE TRAINING** |
| Please give details of courses relevant to this post attended within the last three years. | Date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| REFERENCES |
| Please give the names, addresses and status of two referees who may be approached now.(If you are currently employed as a teacher, one referee **must** be your present Headteacher). |
| 1 | Name  | Status  |
| Address  | Telephone STD Code  |
|  | **email** |
| 2 | Name  | Status  |
| Address  | Telephone STD Code  |
|  | **email** |
| If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact. |

|  |
| --- |
| CRIMINAL CONVICTIONS |
| The post you are applying for is exempt from the 'Rehabilitation of Offenders Act 1974’. You are required to declare any convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/ cautions or reprimands, which are not protected, even if they are considered ‘spent’. Do you understand the above and agree to declare this information?**YES / NO**If you have any such information to declare you must complete and return the separate DBS Declaration Form on the Vacancies page of our website.  |

|  |
| --- |
| **Health** If you are successful in this application your appointment to this post will be subject to medical clearance. |

|  |
| --- |
| From what source did you learn of this vacancy? |

|  |
| --- |
| I hereby certify that the information given above and overleaf is correct to the best of my knowledge. |
|  |
|  |
| Signature Date.  |
|  |

|  |
| --- |
| **LETTER OF APPLICATION**You are asked to submit a separate letter of application on white A4 paper (no more than two sides), indicating how previous or current responsibilities and/or experience are particularly relevant to this post. Please also make reference to any extra-curricular activities you currently/or would be willing to undertake. |

|  |
| --- |
| **ADDITIONAL INFORMATION**  |
| National Insurance No. |  |  |  |  |  |  |  |  |  |  | Previous Surname (if any)  |
| Teacher No.  |  |
| Date of Recognition\*  |
| \*If this would be your first teaching appointment in a maintained school in England or Wales, please attach a copy of your letter from the DSEE granting you Qualified Teacher Status unless you qualified by virtue of a Cert. Ed., B.Ed. or P.G.C.E.(Not FE) gained in England or Wales. |

When fully completed, please return by email to **recruitment@kwschool.co.uk** as a “Word” attachment, together with your letter of application. Receipt of your application will be acknowledged via email. If you do not receive an acknowledgement please contact Julie Fox on 01582 314777.