*Position applied for*



**THE SKINNERS’ SCHOOL**

**APPLICATION FORM**

This application form will be considered, alongside a **letter of application**, explaining your interest in this post and why your qualifications, experience and personal qualities are relevant to this appointment.

**PERSONAL DETAILS**

FIRST NAME: MIDDLE NAME:

SURNAME: TITLE:

PREFERRED NAME:

ADDRESS:

TELEPHONE: TELEPHONE:

(mobile) (evening)

EMAIL:

*We will normally send all correspondence by email unless you ask us not to.*

**EDUCATION and TRAINING** *Proof of qualifications will be required*

HIGHER EDUCATION – *including teacher training* ***(most recent first)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From month/year | To month/year | Universities/Colleges attended – including part time | Title and class of degree | Subject or course title |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

TEACHER TRAINING

Age range: Main Subject:

Click here to enter text.

Subsidiary subject(s):

DfE number:

|  |  |
| --- | --- |
| Please specify subjects offered for teaching at The Skinners’ School and to what level? |  |

SECONDARY EDUCATION (11-18 YEARS)

|  |  |
| --- | --- |
| School Name | Dates |
| School(s) attended: |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Level and subject | Grade | Level and subject | Grade |
| A-levels or equivalent: |  |  |  |
|  |  |  |  |
|  |  |  |  |

**IN-SERVICE TRAINING and CPD**

|  |  |
| --- | --- |
| Please give details relevant to this post within the last three years |  |
| Please give details of current priorities for future professional development |  |

**EMPLOYMENT HISTORY**

CURRENT EMPLOYMENT (if you are not employed as a teacher please give details as appropriate)

|  |  |  |
| --- | --- | --- |
| Name of Establishment: | Employer (if different): | |
| Type of School\* | Number on Roll: | Age range: . |
| Post Held/Title & main duties: . | Date Appointed: | |
| Total Annual Salary: . | Full/Part-Time (if P/T show fraction of Full-Time e.g. ½, ¾): | |
| Grade/TLR/Leadership Allowance: | UPS position (if applicable): | |
| Main areas of additional responsibility: | Notice required/earliest possible start date: | |
| In current post, subject(s) taught and to what level? | Pastoral roles in current post: | |

* e.g. Girls/Boys/Co-ed, Grammar, Comprehensive, Independent

PREVIOUS EMPLOYMENT *– including any temporary, unpaid and voluntary work experience* ***(most recent first)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From month/year | To month/year | Employer/Establishment | Job title, post(s) held, areas of responsibility, subject(s) taught | Salary at leaving (including allowances) | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please explain any periods not in employment since the end of full-time education:

|  |
| --- |
|  |

Have you taught to GCSE level in the last 3 years? Yes No

If yes, please advise which subjects:

Have you taught to A-level in the last 3 years? Yes No

If yes, please advise which subjects:

EXTRA CURRICULAR PROVISION – What extra-curricular provision have you offered recently? (Please give details)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Details of clubs, trips, events, teams etc. | Frequency (eg. weekly, annually) | Participants (nos, age range, gender) | From | | To | |
| M | Y | M | Y |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
| What extra-curricular provision would you offer at The Skinners’ School? | | | | | | |

**REFERENCES**

Give details of two people who have knowledge of you in a working/educational environment, paid or unpaid, who are not close friends or family. The first reference should be your present or most recent employer. If you are a teacher, it should be your current Head. If you are a student give appropriate school or college referees. It is the normal practice for references to be obtained before any formal interview. Please note that the school reserves the right to contact any previous employer.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

We would normally expect to approach your referees without further reference to you.

Please confirm that you are happy to accept this?

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| Name: |  |  |
| Position: |  |  |
| Address: |  |  |
| Tel: |  |  |
| Email: |  |  |
| In what capacity does this person know you? |  |  |
| How long has this person known you? |  |  |

**How did you hear about this vacancy?**

|  |
| --- |
|  |

**SAFEGUARDING AND CHILD PROTECTION**

The Skinners’ School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school’s Safeguarding Policy, which is available on our website and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. It is an offence to not disclose this information. Enhanced disclosures from the Disclosure and Barring Service will be sought on all successful applicants.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

Have you ever been subject to any concerns, allegations or investigations

(either formal or informal) relating to safeguarding or child protections?

**If yes, please include details on a separate sheet.**

**CRIMINAL CONVICTIONS – REHABILITATION OF OFFENDERS ACT 1974**

All applicants who are offered employment in posts involving access to children (whether teaching or support) will be subject to Disclosure and Barring Service check (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that you are required to declare any convictions or cautions which you may have, even if they would otherwise be regarded as ‘spent’ under this act, and any cautions or bind-overs and any prosecutions pending against you. Failure to disclose this information could result in disciplinary action or dismissal. Any information will be treated in complete confidence.

Details of any convictions or cautions should be provided in a sealed envelope addressed to the Headmaster, marked CONFIDENTIAL and enclosed with this application.

**DECLARATION BY THE APPLICANT**

|  |
| --- |
| I agree that any offer of employment by The Skinners’ School is subject to satisfactory evidence of the right to work in the UK, satisfactory references, medical and police clearance (where appropriate). In accordance with the 1998 Data Protection Act, it is agreed that The Skinners’ 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, including the data in Section 2 of the Data Protection Act 1998.  I confirm 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 disciplinary action or dismissal.  I have read the above notes on Criminal Convictions and agree to an enhanced disclosure check being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered ‘spent’.  **I confirm that**  **I do not have any criminal convictions or cautions.**  **I am not disqualified from working with children.**  **I am not subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC).** |

SIGNATURE: DATE:

**Please return this form to:**

**Headmaster’s PA**

**The Skinners’ School**

**St John’s Road**

**Tunbridge Wells**

**Kent TN4 9PG**

[HR@skinners-school.org.uk](mailto:HR@skinners-school.org.uk)



**THE SKINNERS’ SCHOOL**

**REQUEST FOR SUPPLEMENTARY INFORMATION**

You are asked to complete this request for supplementary information in connection with your application for a post at The Skinners’ School. Please note that this information will not be referred to when shortlisting candidates for interview, nor will it be divulged to the members of the interview panel prior to interview. The information received will enable The Skinners’ School to continue to follow best practice in its recruitment policies and to comply with relevant employment legislation. The Skinners’ School is committed to continuing its Equal Opportunities Policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.

The Skinners’ School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**PERSONAL DETAILS**

FORENAME(S): SURNAME:

TITLE: PREVIOUS

SURNAME(S)

MARITAL STATUS: GENDER:

DATE OF BIRTH: NI NUMBER:

**ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Do you need a work permit to work in the UK?  If yes give details of any relevant entitlement (e.g. ancestry visa) | YES NO |
| Do you hold a full current driving licence? | YES NO |
| Are you a relative or partner of any governor, employee or student of The Skinners’ School?  If yes please state name of person and relationship: | YES NO |
| Please state your DfE reference number, if known. | . |

**ETHNIC MONITORING INFORMATION**

|  |
| --- |
| **White**  British Irish  Any other white background |
| **Mixed**  White and Black Caribbean White and Black African  White and Asian Any other mixed background |
| **Asian or Asian British**  Indian Pakistani    Bangladeshi Any other mixed background |
| **Black or Black British**  Caribbean African  Any other black background |
| **Chinese** |
| **Any other ethnic background** |
| **I do not wish an ethnic background to be recorded** |

**DECLARATION**

|  |
| --- |
| * I confirm that the information I have given on this request for supplementary information is true and correct to the best of my knowledge. * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * I consent to the School processing the personal data given on this forma and on the Request for Supplementary Information, including any ‘sensitive’ personal data, as may be necessary during the recruitment and selection process.   SIGNATURE: DATE: |

Please return this form to:

**Headmaster’s PA**

**The Skinners’ School**

**St John’s Road**

**Tunbridge Wells**

**Kent TN4 9PG**

[HR@skinners-school.org.uk](mailto:HR@skinners-school.org.uk)