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| APPLICATION FOR THE POST OF: | | | |
| SURNAME:  TITLE: | | **FORENAME(S):**  Please give details of any previous surnames: | |
| ADDRESS FOR CORRESPONDENCE:  **POSTCODE:**  E-MAIL ADDRESS: | | **TELEPHONE NUMBERS**  **HOME:**  WORK:  May we contact you at work? YES NO  MOBILE:  NATIONAL INSURANCE NUMBER: | |
|  | | | |
| **Employment History** | | | |
|  | |  | |
| Name & address of employer:  Nature of business: | | | Job title:  Summary of main duties: |
| Date of appointment: (dd/mm/yy) | | | **Current scale point & allowance (if any)**  **Notice required:** |
| Reason/s for seeking a new post: | | |
|  | | | |
| **Teaching Experience** | | | |
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| **Is this your first teaching appointment?** | YES NO | | |
| If **YES,** please state the name of your training establishment:  Then complete **Section A**, detailing any teaching experience gained through teaching placements. | | | |
| If **NO**, please complete **Section B** only. | | | |

**Section A: For candidates currently undertaking a PGCE (or equivalent)**

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| **Dates** | | **School Name** | **Primary/Secondary/**  **Special** | **Age of Children Taught** | **Length of Experience** |
| **From** | **To** |
|  |  |  |  |  |  |

**Section B: For Qualified Teaching Staff only**

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| **Name of School or College**  *(please include type of school and approximate number of students on roll)* | **Status** | | **Exact dates of service** | |
| **Full or Part time** | **Title of post and salary scale** | **From:** (dd/mm/yy) | **To:** (dd/mm/yy) |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |

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| **Teacher Reference Number**: |  | **Date Issued**: (dd/mm/yy) |  |
| **Date of Satisfactory Completion of Induction**: (dd/mm/yy) |  | **Name of Confirming Authority**: |  |

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| 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 |
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| Please give details of any gaps in your employment history: | | | | |

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| References | | |
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| 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. **It is the normal practice for references to be obtained before any formal interview.** | | |
| If you were known to either of your referees by another name please give details: | | |
| 1.  Name:  Position:  Address:  Tel:  Email:  In what capacity does the referee know you? | | 2.  Name:  Position:  Address:  Tel:  Email:  In what capacity does the referee know you? |

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| **Qualifications and Training** | | | | | |
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| **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 will be requested from shortlisted candidates. | | | | | |
| **Secondary School(s)** | **Subject** | | **Level**  **(A/GCSE)** | **Year Awarded** | **Result**  **(include all GCSE and A Level grades or equivalent inc awarding body)** |
|  |  | |  |  |  |
| **University or College** | **Courses taken** | | **From** | **To** | **Result/Qualifications gained**  **(include class of degree)** |
|  |  | |  |  |  |
| EXTRA CURRICULAR ACTIVITIES Please give details of any extra curricular activities which you would be prepared to offer. | | | | | |
| **Activity Offered** | **Interest, experience and qualification in this activity** | | | | |
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| **Support of Application** | |
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| **Please attach a letter of application, or enter below, giving any further details of experience that may be relevant to this post. Please ensure that this is matched to the details of the post and the person specification (if provided).** | |
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| **Additional Information** |

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| 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 need a work permit to work in the UK? **YES NO**  **Please confirm which of the following you have:**   British Passport or Birth Certificate   Certificate of registration/naturalisation as a British Citizen   Passport showing right to work/live in UK   EEC Passport or Identity Card plus required work registration letter  **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 a relative or partner of any member of the Governing Body, or any employee of Dr Challoner’s Grammar School? **YES NO**  If YES, Please state name of person and relationship:  If you have a disability which would require any special arrangements to be made if you are short listed for interview, please enter details here: |

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| **Qualifications and Training** | | |
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| I agree that any offer of employment is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical clearance. In accordance with UK Data Protection Legislation, it is agreed that the employer may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information may be stored in both hard and soft copy formats.  I understand that my data will be used in connection with recruitment and may be passed to non-DCGS employees, such as School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards.  Please see our Privacy Notices (available on our website) for full details.  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. | | | |
| **Signed:** | | | **Date:** |

Thank you for your interest in Dr Challoner’s Grammar School.

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.

*Please complete the monitoring form and return with your application form.*