ADCOTE SCHOOL

Adcote School for Girls Application Form (Teaching Staff)

Position applied for:		
Where did you hear of this position?		
Personal Information		
1. Personal details		
Title :	*Forename(s):*	*Surname:*
Address:	*Former name:* *(including maiden name)*	
Postcode:	*Preferred name:*	
How long have you lived at this address: *If less than 5 years please provide all previous addresses for past 5 years.*		
Previous address:	*Previous address:*	
Postcode:	*Postcode:*	
Length of time at address:	*Length of time at address:*	

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Contact details

Home telephone: _____ Email: _____

Mobile telephone: _____

Work telephone: _____

2. General

Do you have Qualified Teacher Status? Yes ☐ No ☐

Do you have a current full UK driving licence Yes ☐ No ☐

Please provide full details of membership of any professional bodies

_____

_____

3. Academic and Vocational Qualifications Please provide details of all academic and vocational qualifications:			
Award/Qualification	Awarding Body	Date Obtained	Grade

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4. Professional Development

Long Courses (Attended during the last 3 years)				
Name of Course (and award if gained)	Provider	Ftime/Ptime or Seconded	From	To

Short Courses (Attended during the last 3 years)				
Name of Course	Provider	Ftime/Ptime or Seconded	From	To

5. Outside Interests

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6. Further Education and Career History		
Please provide full details of all positions held in employment, self-employment and unpaid work since leaving secondary education. Please start with your current or most recent employer and in each case the reason for leaving employment.		
Employer Details (including dates, beginning with most recent)	Position held (including subject taught and at which level)	Reason for leaving
Dates of Employment	From Month/Year	To Month/Year

Salary –basic (Please indicate spine point)	Additions (Please indicate responsibility points, London Allowance etc.)
Total Current Salary	

Employer History Continued	**Position held (including subject taught and at which level)**	**Reason for leaving**
Dates of Employment	From Month/Year	To Month/Year

Employer History Continued	**Position held (including subject taught and at which level)**	**Reason for leaving**
Dates of Employment	From Month/Year	To Month/Year
Employer History Continued	**Position held (including subject taught and at which level)**	**Reason for leaving**
Dates of Employment	From Month/Year	To Month/Year

7. Please provide explanations for any periods not in employment, further education or training.

8. Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.

9. Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.

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10. Referees: Please provide three professional referees. One referee should be your current or most recent employer.	
Reference 1 **Do you give consent for reference to be requested prior to interview Yes/No**	
Name	
Address	
Position	
Tel No.	
Email	
Reference 2 **Do you give consent for reference to be requested prior to interview Yes/No**	
Name	
Address	
Position	
Tel No.	
Email	

Reference 3 **Do you give permission for reference to be requested prior to interview Yes/No**	
Name	
Address	
Position	
Tel No.	
Email	

Unless we hear differently from you, we will contact referees immediately you are shortlisted.

11. Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

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12. Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body *(e.g. the General Teaching Council for England, or the Teaching Regulation Agency).*

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

Name……..

Signature…….

Handwritten Signature…… (to be completed at interview)

Date……..

Please return your completed application form to: Lucy Capener, School Secretary.