

Frensham Heights

Employment Application Form for Teaching Staff

PLEASE

- complete this form clearly so that it can be photocopied
- continue answers on separate sheets if there is not enough space

Position applied for

1. Personal details

Name

Surname.....Title *Mr/Mrs/Miss etc.*.....

First Names *underline the one normally used*

Home Address

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National Insurance No

DFE Teacher Ref No

Do you hold a current, clean UK driving licence?

YES NO

Correspondence Address *if different*

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Are you qualified to drive a minibus?

YES NO

Is your licence free of endorsements? If not, please give details

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Has any Court ever convicted you of an offence or have you ever been cautioned for an offence? If so, please give details:

Telephone *Daytime*

Evening

Mobile

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Email

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2. Education and academic qualifications

	Qualification, Subject, Grades	Year Awarded	Awarding Institution
Postgraduate Qualifications Including PGCE <i>Please include grades and name(s) of awarding institution(s)</i>			
Higher Education <i>Please include grades and name(s) of awarding institution(s), especially at Degree (level)</i>			
Secondary (post 16) <i>Please include grades and name(s) of awarding institution(s), especially at A level</i>			

3. Present appointment or most recent

Post held

Role

School/College address

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Number on roll

Age range taught

Subjects taught

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Date appointed

Salary

Notice required

Reason for Leaving:

.....

Consent to contact place of employment:

YES NO

Please give details of other expertise/experiences in school or education

(for example – examiner for an exam board, school inspector)

Description	First appointed	Brief outline

4. Other relevant work experience

Please start with the most recent – continue on separate sheet if required

Nature of Occupation	Employer	Period of service	
		From	To

5. Interests/out of school activities

Give details of activities (e.g. games, pastoral responsibilities, outdoor pursuits), stating experience and qualifications. Indicate your degree of enthusiasm or desired level of involvement (both professional and leisure)

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6. Declaration by applicant

6a As this appointment is classified as having substantial access to children, appointment will be subject to a police check of previous criminal convictions. You are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Disclosure will only be required following interview if it is considered that you are the most suitable candidate for the post. A check will also be made to ensure that you have not been prohibited from teaching.

Please state whether you have enhanced clearance by the Disclosure and Barring Service: YES NO

If you have had a DBS check, did you register it to be portable (only applicable since 2014) YES NO

6b Are you related to or do you have any social contact with any member of the School's Governing Body, the Senior Management Team, or with a member of the official of the organisation who has responsibility for the School or any substantial donor or are there any matters which you are aware of that could lead to a potential conflict of interest with the School?

YES NO

IF YES, PLEASE PROVIDE DETAILS ON AN ADDITIONAL SHEET OF PAPER.

6c I understand that it may be necessary for the School to process information about me which could be regarded as Sensitive Personal Data under the Data Protection Act 1998. I hereby consent to the processing of such data for the purposes of my application and any subsequent employment by the School.

6d I declare that:

- a. the information I have given on this form and in any attachments is correct, true and complete, and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary and/or exclusion from shortlisting and acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.
- b. I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by this post for which I am applying. And I acknowledge that any offer of employment made by the school will be conditional on the verification of medical fitness.
- c. I have not been prohibited from teaching.

Signed: Date:

7. References

N.B References will only be sought for short listed candidates.

May we approach your referees without further reference to you? YES NO

The first reference should be your present or most recent head teacher.

Reference 1	Reference 2
Name	Name
Position	Position
Address	Address
Telephone No	Telephone No
Email:	Email:
In what capacity do you know the above?	In what capacity do you know the above?
If you were known to either of your referees by another name, please give details:	

Frensham Heights Rowledge, Farnham, Surrey, GU10 4EA