

# TEACHING STAFF APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE THIS FORM USING TYPE OR BLACK INK AND RETURN TO:

MRS E WISDEN  
HEADMASTER'S PA  
ST JOHN'S BEAUMONT, PRIEST HILL, OLD WINDSOR  
BERKSHIRE SL4 2JN  
**MARKED "CONFIDENTIAL"**

## POSITION APPLIED FOR:

PLEASE READ THE GUIDANCE NOTES ON THE BACK BEFORE COMPLETING THIS FORM

### PERSONAL DETAILS

TITLE: Mr/Mrs/Miss/Ms

FULL NAME (*underline the names by which you like to be known*)

FORMER SURNAME (*e.g. Maiden name or previous change of name*)

DATE OF BIRTH

ADDRESS

Post Code

TELEPHONE NUMBERS

Home:

Work: (if this is convenient)

Mobile:

Email:

**If resident at current address for less than five years, please provide any previous addresses during this period (include dates).**

National Insurance Number

Do you hold a full & clean driving licence?

Religion (if you are willing to disclose)

**NQT / GTP Status** (Tick if applicable)

Will you require NQT Mentoring in your first year at St John's

Would you wish to commence teacher training on the Graduate Teacher Programme (GTP)

**Eligibility to work in the UK**

What is your nationality? \_\_\_\_\_

If you are NOT a UK citizen or an EU/EEA national, do you currently have:

Permission to work in the UK

I require sponsorship to work in the UK

Have you ever been convicted of any criminal offence?

Yes

No

If yes, give details

Please note that if you are successful in your application, an offer of employment will be conditional upon an enhanced Disclosure and Barring Service check being obtained.

Have you ever been dismissed, or forced to resign from any previous employment?

Yes

No

If yes give details

The successful candidate will be asked to apply for a Enhanced Disclosure from the Disclosure and Barring Service. Further information about the Disclosure Scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service/about](http://www.gov.uk/government/organisations/disclosure-and-barring-service/about)

## EDUCATION

*Please supply a history in chronological order (with start and end dates) of all secondary education and further education.*

| Name of school, college / university | Qualifications | Subject | Grade | Dates (To / From) |
|--------------------------------------|----------------|---------|-------|-------------------|
|                                      |                |         |       |                   |
|                                      |                |         |       |                   |
|                                      |                |         |       |                   |

**INSET COURSES ATTENDED IN LAST 3 YEARS**

| Course | Institute | Date |
|--------|-----------|------|
|        |           |      |
|        |           |      |
|        |           |      |
|        |           |      |

**EMPLOYMENT DETAILS**  
Including Work Experience, Training Schemes etc.

*Please supply a full history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education. Provide, where appropriate, explanations for any period not in employment or self-employment, and in each case any reasons for leaving employment.*

PRESENT POST: \_\_\_\_\_

| Name and Address of Employer | Employer's Business | Dates<br><i>(if you are currently unemployed give date of finish &amp; reasons for unemployment)</i> | Grade and Present Salary |
|------------------------------|---------------------|--|--------------------------|
|                              |                     |  |                          |

Period of notice required or termination date:

Duties and Responsibilities of your current or most recent post:  
Please demonstrate that you have the experience, skills & knowledge as required on the person specification.

Continue on a separate sheet if necessary

Reason for Leaving

**PREVIOUS APPOINTMENTS**

Please list most recent first

| Name and Address of Employer | Appointment held together with grade/salary | Dates (To / From) | Reason for Leaving |
|------------------------------|---|-------------------|--------------------|
|                              |   |                   |                    |

## ADDITIONAL INFORMATION

*Please give any additional information, which you feel may support your application, including details of appropriate experience, skills and knowledge. In providing this information you should bear in mind the requirements of the post which are detailed in the job description and person specification and what attributes you feel you could bring to this post.*

Please continue on a separate sheet if necessary

Signature \_\_\_\_\_ Date \_\_\_\_\_

## EXISTING CONTACTS WITHIN ST JOHN'S BEAUMONT

Please indicate if you know any existing employees or governors at the school, and if so, how you know them.

| Name | Position | Connection |
|------|----------|------------|
|      |          |            |
|      |          |            |

## REFEREES

Give names, designations and addresses of TWO people to whom reference may be made. One **must** be your present (or most recent) Head Teacher, and if you are newly qualified, your PGCE/University Tutor. **Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.**

|               |               |
|---------------|---------------|
| 1) NAME:      | 2) NAME:      |
| Address:      | Address:      |
| Post Code:    | Post Code:    |
| Email:        | Email:        |
| Telephone No: | Telephone No: |
| Fax No:       | Fax No:       |

**Please note that references will be taken up with both referees and this may be done prior to interview.**

### DECLARATION

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs including those regarded as "spent" must be declared. I have not been disqualified from working with children, am not named on DBS Barred Lists and am not subject to any sanctions imposed by a regulatory body and either (please delete as appropriate):

I have no convictions, cautions or bind-overs

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please state where you heard about this vacancy

## GUIDANCE NOTES

PLEASE READ THIS INFORMATION BEFORE COMPLETING THE ENCLOSED APPLICATION FORM

These notes are intended to help you complete the enclosed application form. The person specification provided with the Job Description lists the criteria against which each candidate will be assessed. Invitation for interview is based on the information contained in the Application Form. The candidates shortlisted will be the ones who most closely meet the criteria. **Applicants who do not meet the essential criteria on the person specification will not be short-listed.**

- Please complete the form using type or black ink so that it can be photocopied.
- Please submit the application by the closing date, no late applications will be considered.
- Please ensure that you include as much relevant information as possible on the **actual application form**. Any information provided on CV's will not normally be considered for shortlisting purposes.
- If little or no information is provided **on the application** form it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.
- If you do not have enough space on the form at any point you may continue on a separate sheet of paper.

### Personal Details

The first section asks for some basic details about yourself. Please provide all the details as requested.

### Education

Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination.

### Employment Details - Current (Last)

- Please provide details of your present post as requested.
- Please ensure that you give us your current salary.
- In the section asking you to explain the duties and responsibilities you undertake you should clearly detail how your experience, skills and knowledge matches the requirements of the person specification. Please give full details as this will enable us to assess your suitability for the post for which you are applying.

### Previous

Please provide full details of any previous posts you have held, starting with the more recent first.

### Additional Information

This section is for you to provide additional information about yourself which you feel is relevant to the post for which you now apply and which has not already been mentioned. You may wish to include your particular skills and qualities and the attributes you feel you could bring to this post which will help us assess your suitability.

PLEASE SIGN AND DATE THE FORM AND RETURN IT BY THE CLOSING DATE