



Application for Teaching Employment at The Shrubbery School

Applications are welcomed from all regardless of sex, race, ethnic origin, responsibility for dependants and those with disabilities.

We are committed to equal opportunities in employment.

Post applied for:
School:
Applicant Number (<i>office use only</i>):

SECTION 1 – Personal Details		
Title:	First Name(s)	Surname:
Date of Birth:	Previous Surname (<i>if applicable</i>):	
Present Address:	Home Address:	
Phone Number:	Home Phone Number:	
Email:	DfES Reference Number (if applicable):	
National Insurance Number:		

SECTION 2 – References	
Current / Most Recent Employer	Other Referee
Name:	Name:
Job Title:	Job Title:
Address:	Address:
Tel: Fax:	Tel: Fax:
E.mail:	E.mail:
May this referee be contacted if you are short-listed?	May this referee be contacted if you are short-listed?

SECTION 3 –	
Present or Most Recent Post:	
Full Name of School/College:	Main Subjects Taught:
Address	Position Held:
	Full/Part Time:
	Date Appointed:
Type of School	Notice Required:
Local Authority	Scale/Grade:
Number of Pupils:	Present Salary:
Age of Pupils:	Details of any Special Allowances:
Boys/Girls	



SECTION 4 – Education and Training

Education		
Name of School, College, University or Institute	Date of Qualifying	Qualifications and/or Certificates (including subjects and grades)

Continue here if necessary –

Education Qualification(s) Currently Being Pursued

Name of College, University or Institute	Expected completion	Qualification being undertaken (including subjects)

Continue here if necessary

Training (any relevant courses undertaken)

Previous Teaching Employment (please list most recent first and indicate any unqualified posts)

Name of Employer & School/College	Type & Size of School	Dates From/To	Position/Subject Salary/Grade Full/Part Time

Continue here if necessary (please explain any gaps between employment)



Previous Employment other than Teaching			
Employer's Name and Address	Type of Work & Position(s) Held	Dates From/To	Salary/Grade
Continue here if necessary -			

Section 5 – Supporting Statement
Please give details of your experience, skills, abilities and additional information that you think would be useful in this job (this may include leisure activities, language spoken, unpaid/voluntary work, your teaching strengths and ideas about teaching and learning and why you wish to work with children in teaching).



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Section 6 – Rehabilitation of Offenders Act: Declaration of Criminal Offences

Having a criminal record will not necessarily prevent you from gaining employment. We must point out however that this post is subject to an enhanced criminal records bureau check and applicants with any record of offences against children cannot be considered.

Have you ever been convicted of a criminal offence or are you currently undergoing criminal investigation?	
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If yes please give details of conviction(s) and date(s) –

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Section 7 – Data Protection Declaration

Under the terms of the Data Protection Act 1998 the information you provide in this application form will only be used for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personnel management purposes.

If you are unsuccessful this information may be retained on file for a least 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party.

I understand the information above and hereby:

1. Declare that the information provided in this application form is correct to the best of my knowledge and belief. I understand that any false statements on this form will justify withdrawal of an offer of appointment or my dismissal.
2. Agree that the information I give in connection with this application for employment may be stored and processed for the purposes stated above.
3. Confirm that I am in possession of the certificates I claim to hold, and consent to any checks deemed necessary in connection with my application as detailed in the information provided.
4. Agree to my previous employers being consulted regarding my sickness and disciplinary record and give my consent for my previous employers to disclose this information.

Do you agree with the conditions stated in the declaration above?	
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Signature (at Interview):

