| **TEACHING STAFF APPLICATION FORM** |
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| **For School Use Only****Application Form Number: Date Received:**  |
| **Position Applied For** |
|  |
| **Personal Details** |
| Surname |  | Forename(s) |  |
| Title  |  | Any other names used |  |
| Nationality |  | Place of Birth |  |
| **Address**  |
| House name / number  |  |
| Street |  |
| Town |  |
| County  |  |
| Post Code |  |
| Moved into current address:  | Month |  |
| Year |  |
| If resident at the Current Address for less than five years, please provide any previous addresses during this period: |
| **Address 1** |
| House name / number  |  |
| Street |  |
| Town |  |
| County  |  |
| Post Code |  |
| Moved out: | Month |  |
| Year |  |
| **Address 2** |
| House name / number  |  |
| Street |  |
| Town |  |
| County  |  |
| Post Code |  |
| Moved out | Month |  |
| Year |  |
|   |
| Telephone | Work |  | Home |  | Mobile |  |
| Email address |  |
| **Are you currently eligible for employment in the UK?**  | YES / NO (please delete as appropriate)  |
| I can provide confirmation that I am legally entitled to work in the UK | YES / NO (please delete as appropriate) |
| Do you have Qualified Teacher Status? | YES / NO (please delete as appropriate)  |
| DfE Reference Number |  |
| National Insurance Number |  |

**Right to work in the UK (Asylum & Immigration Act 1996)**

If you are invited to interview please bring along **original** proof and a copy of your right to work in the UK.

A list can be found at the government website [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk)

| **Education, Qualifications and Experience** |
| --- |
| Senior/Secondary Schools attended (with dates) | School name and address | From  | To |
|  |  |  |
|  |  |  |
| **A-Level Subjects (or equivalent)** |
| **Subject** | **Examination Board** | **Date** | **Result** |
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| **Further Education** |
| **University/College** | **Degree (e.g. BA, BSc etc)** | **Subjects**  | **Result** | **Year awarded** |
|  |  |  |  |  |
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| **Further Qualifications/Professional training** |
| **Training body/organisation** | **qualification** | **Subject** | **Date** |
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| **Employment Details – Present Post (if applicable)**(Your current employer will be contacted and be required to prepare a reference before interview) |
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| Job Title |
| Name and Address of Employer |  |
| Date of Appointment |   |
| Telephone Number |  |
| Email |  |
| Present Position and Responsibilities: |
|  |
| Salary (please include any additional benefits): £ |
| Other Relevant Experience |
|  |
| Date of Appointment | Period in post:  | Years | Months |
|  |  |  |  |

| **Employment Details – Previous Posts – PLEASE COMPLETE A FULL HISTORY** |
| --- |
| Name and address of employer | Position held, full or part time, scale | From | To |
| month | year | month | year |
|  |  |  |  |  |  |
| Reason for leaving |  |
|  |  |  |  |  |  |
| Reason for leaving |  |
|  |  |  |  |  |  |
| Reason for leaving |  |
|  |  |  |  |  |  |

| **Other Employment** |
| --- |
| Name of employer | Post held | Full or part time | From | To |
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| **Periods of Unpaid Activity** |
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| Give details of periods not spent in full-time or paid employment since leaving full-time education | From(month/year) | To(month/year) |
|  |  |  |

| **Hobbies, Interests and Pastimes (please also include where, if at all, these interests may support your application)** |
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|  |
| Do you have a current driving licence?  | YES / NO (please delete as appropriate)  | Held since |  |

| **Medical Information** |
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| Are you in good health? This includes both physical and mental health.  | Yes | No |
| If no, please specify below |
|  |
| Have you had any operations or serious illness in the last 5 years? | No | Yes |
| If yes, please specify below |
|  |
| Do you consider yourself to be disabled under the terms of the Disability Discrimination Act? | No  | Yes |
| If yes, please specify below |
|  |

| **Previous Employment** |
| --- |
| Have you ever been employed by this school before?  | YES / NO (please delete as appropriate)  |
| If Yes, please give approximate dates and position held  |  |

| **Supporting statement – Please explain what your reasons are for applying for a post at st. hugh’s** |
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| **Referees** Please give the name of your current and most immediate previous employer, who is not related to you. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were the most recently employed in work with children.If you have only one work referee you second referee may be a character referee who is not related to you.If you have no previous work experience, you may use your Head Teacher or Tutor’s name, and your second referee should be a character referee who is not related to you. **Please note referees will not be accepted from relatives or from referees writing solely in the capacity of friends.** |
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| **Referee One**  | **Referee Two**  |
| Referee Name |  | Referee Name |  |
| Job Title |  | Job Title |  |
| Full Address |  | Full Address |  |
| Email Address |  | Email Address |  |
| Telephone No |  | Telephone No |  |
| I agree to this reference being taken prior to any interview | YES / NO (please delete as appropriate)  | I agree to this reference being taken prior to any interview | YES / NO (please delete as appropriate)  |

| **Disclosure**Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? (Note that the post you have applied for is exempted from the ‘Rehabilitation of Offenders Act 1972’, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed). |
| --- |
| Have you ever been convicted of a criminal offence? | Yes |  | No |  |  |
| Have you ever been cautioned? | Yes |  | No |  |
| Are you at present the subject of a criminal charge? | Yes |  | No |  |
| If you have answered “Yes” to any of the above questions, please give brief details below including dates, details of the offence(s) and sentence if applicable. |
|  |

| **Safeguarding Children**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
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| **Data Protection Act 1998**The information you supply on this application form and supporting documents will be stored and processed by St Hugh’s School.* Information provided by you on this application form may be copied for use during the recruitment process.
* Once the recruitment process is completed, the data will be stored for 6 months and then destroyed.
* If you are successfully appointed to the role, St Hugh’s School will retain the information provided in this form.
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| --- |
| Signed |  | Date |  |

| **Declaration**The facts set forth in this application for employment are, to the best of my knowledge, true and complete.Misleading statements may be sufficient for canceling any agreements made.* I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.
* I understand that if I am offered the post, an enhanced disclosure will be sought.
* I am happy for these personal details to be held on file under the Data Protection Act.
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| --- |
| Signed |  | Date |  |

This appointment will not be finalised until the successful candidate can demonstrate DBS clearance and satisfactory references take up and received. It will also be dependent upon qualifications stated being verified as soon as possible after the interview.