**APPLICATION FORM**

#### *If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading*

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| Position applied for: | |
| **Personal details** | |
| Surname: | Forename(s):  (Underline preferred name) |
| Title: Mr/Mrs/Miss/Ms/Dr/ | Former Name(s):  (including maiden name) |
| Address: | |
| Post code: | |
| How long have you lived at this address:  If less than 5 years please provide all previous addresses for past 5 years. | |
| Previous address: | |
| Post code: | |
| Length of time at address: | |
| Are you entitled to work in the UK? YES / NO | |

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| **Contact Details** | |
| Home telephone: | Mobile number: |
| Work telephone: | Email address: |

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| 1. **General** | |
| Do you have Qualified Teacher Status: | Yes / No If yes, QTS Number: |
| Do you have a current full UK driving licence: | Yes / No |
| 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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| Academic and Vocational Qualifications | | | | |
| GCSEs or equivalent | | | | |
| Secondary school | Dates | | Qualification/s | Grade |
| From  mm/yy | To  mm/yy |
|  |  |  |  |  |
| A levels or equivalent | | | | |
| Secondary school | Dates | | Qualification/s | Grade |
| From  mm/yy | To  mm/yy |
|  |  |  |  |  |
| Degree / diploma or equivalent | | | | |
| Institution | Dates | | Qualification/s | Result |
| From  mm/yy | To  mm/yy |
|  |  |  |  |  |
| Other vocational qualifications | | | | |
| Award / Qualification | Dates | | Qualification/s | Result |
| From  mm/yy | To  mm/yy |
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| Professional Development | | | | | | | | | |
| Long Courses (attended during the last 3 years) | | | | | | | | | |
| Name of Course and Provider | | | Dates | | Award | | | | |
| From  mm/yy | To  mm/yy |
|  | | |  |  |  | | | | |
| Short Courses (attended during the last 3 years) | | | | | | | | | |
| Name of Course and Provider | | | Dates | | Award | | | | |
| From  mm/yy | To  mm/yy |
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| 1. **Career History** | | | | | | | | | |
| Please provide full details of all positions held and of all training/further education, 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.  **If there are any gaps in your employment, e.g. looking after children, unemployment, please also provide details and dates. Continue on a separate sheet if necessary.** | | | | | | | | | |
| Current Post Title | | FT /PT | Name of school/college/employer/type of institution & address | | | | Age range taught | Dates | |
| From  mm/yy | To  mm/yy |
|  | |  |  | | | |  |  |  |
| Brief description of responsibilities: | | | | | | | | | |
| Extra-Curricular Contribution: | | | | | | | | | |
| Pastoral Care Involvement: | | | | | | | | | |
| Reasons for Leaving/Seeking other Employment: | | | | | | | | | |
| Date by which notice has to be given: | | | | | | | | | |
| Date when you would be available to take up employment if offered: | | | | | | | | | |

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| **Current Salary** | |
| Salary (basic) if appropriate  (Please indicate spine point): | Additions (Please indicate point scale allowances etc): |
| Total Salary: | £ |
| Do/did you receive any employee benefits | Yes/No |
| If yes, please provide details |  |

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| **Previous Career History** | | | | | | |
| Post Title | FT /PT | Name of school/college/employer/type of institution/age range taught & address | Reason for Leaving | Dates | |
| From  mm/yy | To  mm/yy |
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| 1. **Personal Statement**   Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post. |

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| 1. **References** | |
| Please provide at least two professional referees. One referee must be your current or most recent employer. If you are not currently working with children but have done so in the past, one of your referees should be the employer by whom you were most recently employed in work with children. Neither reference should be accepted from a relative, or from someone known to you solely in the capacity as a friend. | |
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Tel no: | Tel no: |
| Email address: | Email address: |
| Occupation: | Occupation: |
| Relationship: | Relationship: |
| We take up references for all short-listed candidates before interview and may approach previous employers for information to verify particular experience or qualifications, including any from overseas.  If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired, and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about these issues.  If the School references a factual reference, i.e. one which contains only limited information about you, additional references may be sought. | |

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| 1. **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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| 1. **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. |
| Signature: Date: |

Please complete this application form and send it to [recruitment@thequeensschool.co.uk](mailto:recruitment@thequeensschool.co.uk) along with a letter of application no longer than one side of A4 by the closing date.