



Wykeham House School

CONFIDENTIAL APPLICATION FORM FOR TEACHING POSTS

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and CRB checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

POST APPLIED FOR –

PERSONAL DETAILS *(please use block capitals)*

Last Name	
First Name(S)	
Title	
Previous Names	
Address (including postcode)	
National Insurance Number	
DfES Number	
Home Telephone Number	
Mobile Telephone Number	
Email Address	
Are you eligible to work in the UK? YES/NO If NO please specify your circumstances (All successful applicants will be required to provide evidence of their entitlement to work in the UK)	

EDUCATION AND ACADEMIC QUALIFICATIONS

School/College/University	From	To	Subjects, Qualifications, Grades, Honours
Secondary (post 16)			
Higher Education			
Further postgraduate qualifications <i>(including PGCE)</i>			

EMPLOYMENT HISTORY *(please start with most recent) Details of and any gaps in employment should be recorded on page 4*

Title of post and name of school/college/other employer.	Type of School/College and Age Range	Period of Service		Reason for leaving
		From	To	

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PROFESSIONAL DEVELOPMENT

(Please give details of courses relevant to this application and indicate any awards earned)

Course Title	Provider	Duration	Dates	Awards <i>(if any)</i>

OTHER RELEVANT WORK EXPERIENCE *(Please start with most recent)*

Nature of Occupation	Employer	Period of Service		Reason for leaving
		From	To	

PERIODS WHEN NOT WORKING

Please give particulars of all periods not spent in fully time study or paid employment.	From	To

REFEREES

<ul style="list-style-type: none"> ▪ The first reference must be your present or most recent employer ▪ If any of your references relate to your employment at a school or college your referee must be the Headteacher or Principal. (If you are a serving as Headteacher or Principal, or were previously employed as one, then your referee should be the Chair of the Governing Body.) ▪ If you are a newly qualified teacher then one of your referees must be your college tutor ▪ If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer. ▪ If you are not currently working with children but have done so previously the second reference must be that employer. ▪ Please do not give relatives or people solely in the capacity as friends as a referee ▪ Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications. 	
REFEREE 1	REFEREE 2
NAME	NAME
POSITION	POSITION
ADDRESS (including postcode)	ADDRESS (including postcode)
TEL NO	TEL NO
FAX NO	FAX NO
EMAIL ADDRESS	EMAIL ADDRESS
In what capacity do you know the referee?	In what capacity do you know the referee?
If you are known to either referee by any other name please give details	

INTERESTS *(Both professional and leisure)*

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CRIMINAL OFFENCES

This post is exempt from the Rehabilitation of Offenders Act 1974. Consequently if you are appointed you will be required to undertake an enhanced Criminal Records Bureau check and you will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as 'spent'. Having a criminal record will not necessarily prevent you from taking up appointment, it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the CRB check, then this may place your appointment in jeopardy.

Have you ever received a conviction, caution or bind-over? **YES / NO**

Are you either on the Children's Barred List (previously List 99 and PoCA list), ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General teaching Council)? **YES / NO**

It is a criminal offence for barred individuals to seek or undertake work with children.

If you have answered yes to either of the above questions, please provide details on a separate sheet in an envelope marked CONFIDENTIAL

Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by our school for the selection and verification process in connection with your application for this post. Your name and contact details will be held electronically together with recruitment process monitoring.

Under the Data Protection Act 1998 you have the right of access to any electronically and/or manually held information.

By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

DECLARATION

I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal

Signature DATE