



Headteacher: Mrs K O'Neill M.A.

St. Mary's Lane, Upminster, Essex RM14 2QR
Tel: 01708 222660 Fax: 01708 226686

Web: www.mary.havering.sch.uk
Email: admin@mary.havering.sch.uk

AN ACADEMY SCHOOL IN THE DIOCESE OF BRENTWOOD AND THE LONDON BOROUGH OF HAVERING, WHERE THE GOVERNING BODY IS THE EMPLOYER OF STAFF

Application for Position of :

PERSONAL DETAILS

Surname:

Title:

First Names:

Known as:

Any former name(s) (first/surnames):

Date of Birth¹:

Address:

If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates.

Telephone Numbers:	Home:	Mobile:	Work:
Email Address:			
How do you prefer to be contacted?		DfE Teacher Reference Number:	

National Insurance Number:

Do you have Qualified Teacher Status (QTS)?

Yes

No

Details of present post

At

School/College

Address

Tel No

Permanent

Temporary

Full Time

Part Time

Job Share

Local Authority

Notice period required

1. POST-11 EDUCATION AND TRAINING

Please give information about education received in this country or abroad, academic and vocational qualifications obtained including degrees, with class and division, together with Teaching Certificates, in chronological order starting with the most recent. Please include postgraduate and professional qualifications. Please note that you will be required to produce evidence of qualifications attained.

Establishment Attended Full Name & Address	Full or Part Time	Qualifications, date award made and Awarding Body	Dates Attended incl Month / Year	
			From	To

2. DETAILS OF PRESENT SALARY AND SCALE

Salary Scale:	eg Main / Upper / Leadership + Point (eg :M3 / UPR7 / L14)
TLR Allowances	

3. PROFESSIONAL EXPERIENCE

Please give further details of experience in chronological order, starting with the most recent. If you are employed, this should include details of your present post.

Local Authority or Employer	Name & type of school or institution (State whether Nursery, Primary, Secondary, Comprehensive, selective etc)	Age Range Taught Single sex / Mixed	Approx number on roll	Post held and responsibilities	Dates Employed Month / Year		Reason for Leaving
					From	To	

4. OTHER EXPERIENCE

Please give details of all other employment and unpaid experience after the age of 16, in chronological order, most recent first (for example family duties, voluntary work etc).

Employment / Experience	Employer / Location	Responsibilities	Dates		Reason for leaving
			Month / Year		
			From	To	

If there are any periods of time that have not been accounted for, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16; please ensure there are no gaps in the history of your employment and other experience.

5. SUPPORTING STATEMENT

Please provide a written statement/ letter, no longer than two sides of A4, to support your application for the the post advertised.

6. REFERENCES

Please nominate two referees. If you are in employment, one referee should be your present employer. If you are not currently working with children, one referee should be your most recent school/college employer. References will not be accepted from those writing solely in their capacity of friends or relatives. **References will be taken up before interview.**

Name:	Address:
Designation:	
Telephone:	
E-Mail Address:	
Name:	Address:
Designation:	
Telephone:	
E-Mail Address:	

- Notes: (i) We reserve the right to take up references with any previous employer.
- (ii) If any of your referees knew you by another name, please specify that name(s):

Are you (or your spouse/civil partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or existing employees of the Governing Body? Yes No

If yes, please give their name & state relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice:

7. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

The Governing Body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not disqualified from working with children and/or included on the DfE List 99.

Signature:

8. REHABILITATION OF OFFENDERS ACT 1974

If you have no convictions, simply enter "NIL". If you have been convicted of any criminal offence, the details must be listed on a separate sheet of paper, together with any cautions or bind-overs, pending criminal convictions, any pending criminal actions or court hearings against you and enclosed with this form in a sealed envelope marked 'confidential'.

Date of conviction / pending hearing	Offence	Sentence

9. CRIMINAL RECORDS BUREAU

In the event of a successful application an Enhanced Disclosure will be sought from the Criminal Records Bureau in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

10. DATA PROTECTION ACT 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature:

11. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position candidates should provide one of the specified documents listed in the Notes for Applicants.

I confirm that I am legally entitled to work in the UK.

Signature:

12. DECLARATION

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily. You may also be referred to the Teachers Misconduct Team or the Police, if appropriate.²

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children and/or vulnerable adults.

Signature:

Date:

² The Governing Body has a statutory duty to do so in prescribed circumstances: Education Act 2002