|  |  |
| --- | --- |
|  | **Application for Employment** |

|  |
| --- |
| **Data Protection Act**: This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Trustees of the school in the first instance. |

**1. Post applied for**

**2. Name of School Holyport College**

**3. Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | | |
| **Forenames** |  | | |
| **Title Mr/Mrs/Miss/Ms/Other** |  | | |
| **Previous/other names** |  | | |
| **Current address** |  |  |  |
| **Postcode** |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **DfE Number** |  |
| **Tel. No. (pref. mobile)** |  | **Date QTS achieved** |  |
| **Email** |  | **National Insurance No.** | |
| **Do you have the right to work in the UK?**  **(You will need to provide documentation to support this)** | | | **YES**  **NO** |
| **Have you lived outside the UK in the last 5 years? If so, and your application is successful you will need to provide Police Certificates of Good Conduct for each country.** | | | **YES**  **NO** |
| **If yes, please provide previous addresses and dates for this period** | | | |

**4. Current and/or Previous Employment**

1. **Current post**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of school and LA (where appropriate)** | | **Job title** | **F/T**  **P/T**  **or**  **Supply** | **Type\* (list all that apply)**  **and**  **N.O.R.** | **Subjects/ age range that you taught** | **Grade/**  **Scale** | **From** | **To** |
| **Please give full school**  **address and number on roll** | | **Exact dates if possible** | |
|  | |  |  |  |  |  |  |  |
|  | **Salary** **£** | | | | **\*Nursery, Primary, Secondary, Special, Independent, Boarding** | | | |

|  |
| --- |
| **Please state brief details of your current responsibilities.** |

1. **Previous posts (please list ALL previous employment)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of School/ Employer** | **Job title/ description of role** | **F/T**  **P/T**  **or**  **Supply** | **Subjects/Age Range Taught** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**5. Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examinations taken** | **School, College, University etc.** | | **Grade** | **From** | **To** |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| **Age range qualified to teach** |  | **Subjects qualified to teach** |  | | |

**6. Relevant job related training courses/seminars**

|  |  |  |
| --- | --- | --- |
| **Course title** | **Provider** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**7. Membership of Professional Bodies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Institute/Body** | **Grade** | **By Examination/Election** | | | |
|  |  | **Examination** |  | **Election** |  |
|  |  | **Examination** |  | **Election** |  |
|  |  | **Examination** |  | **Election** |  |
|  |  | **Examination** |  | **Election** |  |

**8. Gaps in employment/training history**

|  |
| --- |
| As part of our commitment to safeguarding, we need to establish a full chronology of employment, training or other activities. Please provide full details that explain any gaps in the information you have provided earlier in this form. |
|  |

**9. Relevant Experience**

|  |
| --- |
| This section forms the **main body of your application**. Please explain why you are applying for this job and how your experience, personal qualities and skills help to make you a suitable candidate. |
|  |

**10. Declaration\***

|  |  |  |  |
| --- | --- | --- | --- |
| **By submitting this application, I consent to processing sensitive personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the GDPR 2016 and Data Protection Act 2018**  **I declare that the information given on this application form is, to the best of my knowledge, correct.**  **I understand that this information may be stored as part of Holyport College's monitoring of equal opportunities and as part of the recruitment procedure and I agree to the use of this data as specified.**  **I also understand that withholding relevant details or giving false information may result in my application being withdrawn or subsequent discovery of information being false may render me liable for dismissal. I will undertake to notify any material changes in the information I have given above to the HR Officer or Bursar** | | | |
| **Signed:** |  | **Date:** |  |

**Data Protection Act**: This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document you are providing your consent for the employer to hold and use personal information for these purposes. If you have a query or concern regarding this, please contact the Trustees of the school in the first instance.