

**Confidential**

Application for employment: Teaching Staff

Please complete this form in Microsoft Word or by hand in black ink. It is essential that you fill in all sections of this application form indicating, if appropriate, any section that does not apply. In fairness to all candidates, applications will normally only be considered if these instructions are followed.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

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| **Application for the post of** |  |
| Please state where you saw this post advertised |  |

**1: Personal Details**

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| --- | --- | --- | --- |
| Surname/Title |  | First Name/s |  |
| Maiden Name |  | Home Tel. No |  |
| Permanent Address |  | Work Tel. No |  |
|  |  | Mobile No. |  |
|  |  | Email address |  |
| Post Code |  | National Insurance Number |  |

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| FOR TEACHING POSTS ONLY:  Are you a qualified teacher? YES/NO\* (\*Please delete as appropriate)  If yes, please give DfE Reference Number and date of qualification |

**2: Present or most recent job**

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| --- | --- | --- | --- |
| Employer/ School/ College |  | Job Title |  |
| Address |  | Scale/Grade |  |
|  |  | Date of Appointment |  |
|  |  | Full or part-time |  |
| Post Code |  | Gross Annual Salary |  |
| Telephone No. |  | Notice period or date employment ceased |  |
| Email address |  | Reason for leaving |  |

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| **Please give an outline of your current responsibilities:** |

**3: Previous Posts – in chronological order**

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| --- | --- | --- | --- | --- | --- |
| Dates  Month/Year  From/To | | Employer/ School/ College | Description of post | Salary/ Grade | Full time/Part time?  Reason for Leaving? |
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**If there are any gaps in your employment history, please explain them here:**

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**4: Secondary, Further & Higher Education; Professional Training**

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| --- | --- | --- | --- | --- |
| Dates  Month/Year  From/To | | Establishments attended | Courses/Subjects | Qualifications and Grades at A Level and higher |
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**5: Other Training – Please give details of any courses over the last three years relevant to the post**

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| Description of course (including provider) | Dates (Month/year) and Duration of course |
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**6: Other Experience – paid or voluntary**

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| --- | --- | --- | --- |
| Dates  Month/Year  From/To | | Employer/ School/ College | Description of post/responsibilities |
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**7: Referees**

**Please give details of two referees (one of whom should be your present or most recent employer/Headteacher) who may be approached for a confidential report. It is essential when using your present or most recent employer that the person writing the reference is authorised to do so, on behalf of the organisation and is not writing in the capacity of a colleague or a friend. To be fair to all candidates, referees will be asked to refer to strengths and weaknesses. References will normally be requested before interview. If you do not wish a referee to be contacted, please give reasons in a separate letter. Note: if you are currently not working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional** | **Referee 1** | **Professional** | **Referee 2** |
| Name |  | Name |  |
| Relationship to you/Position |  | Relationship to you/Position |  |
| Address |  | Address |  |
|  |  |  |  |
|  |  |  |  |
| Post Code |  | Post Code |  |
| Tel. No |  | Tel. No |  |
| Email address |  | Email address |  |

**8: Disclosure of Criminal Background**

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| Have you ever been convicted of a criminal offence YES/NO\* (Please delete as appropriate) |
| If yes, please give details. If you wish these may be given in confidence to the Headteacher in a sealed envelope. |

**9: Declaration of Interest**

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| Do you know any staff, parents or Governors of Windlesham School?  YES/NO\* (Please delete as appropriate) |
| If yes, please state relationship.  (NB. Canvassing by or on behalf of applicants will lead to immediate disqualification). |

**10: Declaration**

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| I confirm that the entries on this form are complete and correct. If my application is successful, I permit an enhanced DBS check to be made.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

PLEASE RETURN YOUR APPLICATION FORM:

By post to: Headteacher, Windlesham School, 190 Dyke Road, Brighton, BN1 5AA

or Email to: Miss Kidney [pa@windleshamschool.co.uk](mailto:pa@windleshamschool.co.uk)

NB. If you apply on-line for a position and are shortlisted for an interview you will be required to sign your application at the interview. Candidates that are not contacted after the closing date should assume that they have not been successful. Thank you again for your interest in this position.

Windlesham School is committed to safeguarding and promoting the welfare of all children attending the School. Applicants for this post must be willing to undergo child protection screening, including satisfactory reference checks with previous employers, and a satisfactory enhanced DBS check.