



TEACHING STAFF APPLICATION FORM

Position applied for: Economics and Business Studies Teacher

Personal Information

1. Personal Details:

Title:	Forename(s):	Surname
Address:		Former name: (including maiden name)
Postcode:		Preferred name:
How long have you lived at this address? <i>If less than 5 years, please provide all previous addresses for the past 5 years.</i>		
Previous address:		Previous address:
Postcode:		Postcode:
Length of time at address:		Length of time at address:
Contact Details:		
Home telephone:		Mobile telephone:
Work telephone:		email:

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





2. Academic and Vocational Qualifications

Please provide details of all academic and vocational qualifications:

School/ College/ University	Awards/Qualifications (title and level)	Date Obtained	Grades (if applicable)

3. 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 give the reason for leaving employment.

Please provide explanations for any periods when you were not in employment, further education or training.

Employer/Training Establishment (including dates)	Position held (including subject taught and at which level)	Reason for leaving



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





4. Professional Development

Long Courses (Attended during the last 3 years)				
Name of Course (and award if gained)	Provider	Full-time, Part-time or Seconded	From	to

Short Courses (Attended during the last 3 years)				
Name of Course	Provider	Full-time, Part-time or Seconded	From	to

5. Current Salary

Salary (basic) if appropriate (Please indicate spine point)	Additions (Please indicate responsibility points, London Allowance etc)
Total Salary	

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



6. General

Do you have Qualified Teacher Status?

Yes

No

Do you have a full UK driving licence?

Yes

No

Please provide full details of membership of any professional bodies

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7. Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.

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



8. Outside Interests

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

9. 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.



10. Referees

Please provide at least two professional referees. One referee should be your current or most recent employer.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Position		Position	
Tel No		Tel No	
email		email	

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

11. 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 on how we process your data is set out in the Recruitment Privacy Notice and Data Protection Notice.

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.



Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster or the Bursar [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster or the Bursar [as appropriate] for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs All other spent connections and cautions must be disclosed.

You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

I have nothing to declare

I enclose a confidential statement

(please delete as appropriate)

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 return your completed application form to:

Mrs J Ross
Headmaster's PA
Pitsford School
Pitsford Hall
Pitsford
Northamptonshire
NN6 9AX