**APPLICATION FOR EMPLOYMENT (TEACHING)**

Please send the completed application form with covering letter in support of your application to The Bursar at [**bursar@canburyschool.co.uk**](mailto:bursar@canburyschool.co.uk)**.** If sending by post, please ensure that the envelope is marked ‘**Application’** in the top left hand corner and send to: **The Bursar, Canbury School, Kingston upon Thames, KT2 7LN.**

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| **Post Applied For** |  |

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| Preferred Title:  *(please circle or delete as appropriate)* | Miss Mrs Ms Mr Dr Other | | | | | |
| Surname: |  | | | | | |
| Forename: |  | | | | | |
| Other Names: |  | | | | | |
| Date of Birth: |  | | | | | |
| Address: |  | | | | | |
|  | | | | | |
|  | | | | | |
| Postcode: | | |  | | |
| How long have you lived at this address?  *If less than 5 years please provide all previous addresses for past 5 years.* | | | | | | |
| Address: |  | | | | | |
|  | | | | | |
|  | | | | | |
| Postcode: | | |  | | |
| E-mail Address: |  | | | | | |
| Mobile Number: |  | | | | | |
| Home Number: |  | | | | | |
| Work Number: |  | | | | | |
| National Insurance Number: |  | | DFE Number | | |  |
| Do you have Qualified Teacher Status?  *(please circle or delete as appropriate)* | | YES | | | | NO |
| Do you have a current full UK driving licence?  *(please circle or delete as appropriate)* | | YES | | | | NO |
| Please confirm your most recent DBS/CRB number and date of issue *(if applicable)* | |  | | | | |
| Do you have the legal right to work in the UK?  *(please circle or delete as appropriate)* | | YES | | | NO | |
| If Yes, and there are conditions attached, for example visa start or finish date, please specify: | |  | | | | |
| If No, what type of work permit do you need  *(please circle or delete as appropriate)* | | Tier 2 | | | Other | |
| Where did you see this position advertised?  *(Please indicate as appropriate)* | | TES on-line TES App TES magazine School’s website ISBA Other | | | | |
| Please provide full details of membership of any professional bodies | |  | | | | |

**EDUCATION AND QUALIFICATIONS (please state most recent first and continue on a further sheet if appropriate)**

\* The School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. The information in this application form is therefore requested in order to help us fulfil our Safer Recruitment checks.

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| 1 | \* Dates of attendance |  |
|  | Name of School/College/University |  |
|  | Qualifications obtained – please state class of degree |  |

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| --- | --- | --- |
| 2 | \* Dates of attendance |  |
|  | Name of School/College/University |  |
|  | Qualifications obtained – please state class of degree |  |

|  |  |  |
| --- | --- | --- |
| 3 | \* Dates of attendance |  |
|  | Name of School/College/University |  |
|  | Qualifications obtained – please state class of degree |  |

|  |  |  |
| --- | --- | --- |
| 4 | \* Dates of attendance |  |
|  | Name of School/College/University |  |
|  | Qualifications obtained – please state class of degree |  |

**PROFESSIONAL DEVELOPMENT**

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| --- | --- | --- | --- | --- |
| Long Courses (Attended during the last 3 years) | | | | |
| Name of Course (and award if gained) | Provider | Full Time/ Part Time or Seconded | From | To |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| Short Courses (Attended during the last 3 years) | | | | |
| Name of Course (and award if gained) | Provider | Full Time/ Part Time or Seconded | From | To |
|  |  |  |  |  |

**EMPLOYMENT HISTORY** (please continue on a further sheet if appropriate)

**Current / Most recent employment** (If not applicable please state reason, e.g. school/university leaver)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer |  | | |
| Position Held |  | | |
| \* Dates Employed |  | | |
| Present Salary |  | Notice Required |  |
| Main Responsibilities & Duties | | | |
| Please state briefly your reasons for wishing to leave | | | |

**PREVIOUS EMPLOYMENT** (most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
|  | \* Dates | Position | Name and address of employers |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

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| **If there are any gaps in your employment or education history, please explain them here** (giving the relevant dates) |
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**EXTRA-CURRICULAR CONTRIBUTION**

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| **Proposed extra-curricular contribution to Canbury School** |
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**INTERESTS**

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| **Please list other (outside) activities or interest, membership of organisations, or commitments to public duties.** |
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| **Do you have any connection to Canbury School? If so, please state what the connection is.** |
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| **Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.** |
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| **If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.** |

**PROFESSIONAL / ACADEMIC REFEREES**

One of the referees must be your current or most recent employer and must be a senior person with ‘appropriate authority’. If your current/most recent employer does/did not involve work with children, then your second reference (where possible) should be from a recent employer where you worked with children.  Neither referee should be a relative or someone known to you solely as a friend or colleague. Please ensure you provide full contact details for the referees, including their e-mail address.

**The School may wish to take up references during any stage of the recruitment process. Please indicate below whether or not this is acceptable to you.**

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| --- | --- | --- |
| **Are we able to contact this Referee during the recruitment process?** | | **Yes**  **No** |
| Preferred Title | Miss Mrs Ms Mr Dr Other | |
| Name |  | |
| Position/Job Title |  | |
| Name of organisation |  | |
| Address of organisation |  | |
| Postcode |  | |
| Telephone Number  *(and extension if available)* |  | |
| Fax |  | |
| Email |  | |
| In what capacity do you know this referee? |  | |

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| --- | --- | --- |
| **Are we able to contact this Referee during the recruitment process?** | | **Yes**  **No** |
| Preferred Title | Miss Mrs Ms Mr Dr Other | |
| Name |  | |
| Position/Job Title |  | |
| Name of organisation |  | |
| Address of organisation |  | |
| Postcode |  | |
| Telephone Number  *(and extension if available)* |  | |
| Fax |  | |
| Email |  | |
| In what capacity do you know this referee? |  | |

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| **RECRUITMENT**  It is the School's policy to employ the best-qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the school's recruitment and safeguarding policy is available for download from the school's website. Please take the time to read them.  If your application is successful, the school will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed after one year. |

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| **HOW WE USE YOUR INFORMATION**  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 as to how we will process your data is set out in the Privacy Notice for Staff and prospective applicants for Employment, which can be found on our website.  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 also use the data regarding your degree and professional qualifications on staff lists on our website or in our marketing material.  We may check the information provided by you on this form with third parties. |

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| **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 Head or the Bursar [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Head 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](http://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 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.  **Signed: ………………………………………………………………………………………………**  **Date:**  ……………………………………………………………………………………………….  *Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above.* |