



St Olave's Grammar School

Teaching Application Form

Post applied for: _____ Closing date: _____

1. Personal details (BLOCK CAPITALS)

Surname: _____ Title: (e.g. Mr, Mrs, Miss, Ms): _____

First Name(s): _____

2. Education and Qualifications

Please give details of your education and qualification

Title	Dates		University, College or School	Subject	Qualifications/ Certificates/ Grade/ Class
	From	To			
GCSEs					
A - Levels					
Degree					

3. Previous teaching/employment experience/career history, starting with current post

Please give a summary of all employment, including any relevant unpaid work and periods of unemployment since leaving secondary education. **Please explain any breaks in employment dates**

Name of Employer	Type of School/Nature of Business	From	To	Post held	Main Salary/Scale on leaving	TLR responsibility & amount

Please continue on next page →

Name of Employer	Type of School/Nature of Business	From	To	Post held	Main Salary/Scale on leaving	TLR responsibility & amount

4. Training/courses you have attended

Dates		Title of Course	Details
From	To		

5. Additional qualifications or expertise you may be able to offer the school

E.g. Music grades, foreign languages spoken, sporting involvement/qualifications, Duke of Edinburgh, expedition leader qualifications, public speaking/debating etc.

6. Supporting statement

Please use this section to type in your letter of support telling us why you are applying for this post and how your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and job description.

Please continue on a separate sheet if necessary

7. Referees

Please provide details of two people who know you in a professional capacity from whom confidential references can be obtained, one of whom must be your current employer. For teaching staff it is our usual policy to take up references **BEFORE** interviews where possible. Employment is conditional on these references being deemed satisfactory.

Name: _____	Name: _____
Position: _____	Position: _____
Address: _____ _____	Address: _____ _____
Postcode: _____ Tel no: _____	Postcode: _____ Tel no: _____
Fax no: _____	Fax no: _____
Email: _____	Email: _____
Relationship: _____	Relationship: _____

8. Additional Information

Address: _____
_____ Post code: _____

Telephone no (Home): _____ Email (Home): _____

Telephone no (Work): _____ Email (Work): _____

Telephone no (Mobile): _____

National Insurance no: _____ Date of Birth: _____

Do you require a work permit to work in the UK? Yes No

If yes, when does your permit expire? (month, year): _____

Threshold Passed: Yes No Date: _____ QTS Status: Yes No

Dfes/Teacher Number: __ / ____ Other incentives allowances: _____

Are you registered with the GTC for England: Yes No

St Olave's actively promotes disability equality. If you are selected for interview will you require any assistance?

Yes No

If yes, please give details: _____

9. Protection of Children

Disclosure of any criminal background is required. Because of the nature of the work, teaching in the UK is exempt from the provisions of Section 4(2) of the rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986, and therefore applicants are not entitled to withhold information about convictions which for other purposes are spent under the provisions of the Act. Offers of employment will also be dependent on completion of a satisfactory police check. Disclosure of a criminal background will not necessarily bar you from any appointment.

Have you ever been convicted of a criminal offence? Yes No

If yes, please give details: _____

Date: _____ Offence: _____

Sentence: _____

Please give details of your police check with the Criminal Records Bureau: _____

CRB number: _____ CRB date: _____

10. Data Protection

Under the terms of the Data Protection Act 1998, the information you provide on this form will only be used by Saint Olave's for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personal management purposes.

For any position that you apply for, if unsuccessful, this information may be retained on file for 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud.

11. Pension Scheme

Do you contribute to the Teachers' Pension Scheme: Yes No

Or other Superannuation (give name): _____

12. Applicant's Declaration

If you are invited to interview you may be required to answer formal questions as to whether or not you have unspent criminal convictions or summonses pending against you. Spent convictions must be disclosed for certain posts, e.g. Social Workers and Teachers as these are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Some posts are subject to political restrictions. If any of the above applies to the post you are applying for, further details will be made available to you.

I declare that the information I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any contract of employment with St Olave's is offered on the basis of the information I have provided. I understand that a false declaration, which results in my appointment to St Olave's, may render me liable to dismissal. I give explicit consent that the information which I give on this form may be processed in accordance with the St Olave's registration under the Data Protection Act 1998.

I am in possession of the certificates which I claim to hold, and understand that wilful falsification may result in dismissal if I am appointed.

I understand that any offer of employment will be subject to satisfactory medical, Criminal Records Bureau and police checks.

Do you have any family or close connection with any existing employees of St Olave's School including governors?

Yes No

Signed: _____ Date: _____

EQUAL OPPORTUNITIES MONITORING FORM

The School has a policy on Equal Opportunities, which requires fair and equal treatment to be given to all job applicants. To help check how this policy is working the School seeks to record additional details of all people who apply for jobs.

For this reason the School would be grateful if you would give the information that is requested. This request has the full support of the teaching associations. This information is treated as strictly confidential and will not affect in any way the fair consideration of your application for employment. Your participation is entirely voluntary. Thank you for your assistance.

Please complete the following:

Job Applied for: _____

Surname: _____ First name(s): _____

Gender: Male Female Age: _____ years

ETHNIC GROUP

Please tick (✓) the relevant box

White British		Asian/Asian British-Bangladeshi	
White Irish		Asian/Asian British-Other	
White Other		Black/Black British/Caribbean	
Mixed-White & Black Caribbean		Black/Black British/African	
Mixed-White & Black African		Black/Black British/Other	
Mixed-White & Asian		Chinese	
Mixed-Other		Other	
Asian/Asian British-Indian		Refused	
Asian/Asian British-Pakistani			

DISABILITY EQUALITY

According to the Disability Discrimination Act 1995, a disability is defined as 'a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities'. To help us comply with the Equality Act 2010 please tick one of the following:

- I do not consider myself to have a disability
- I do consider myself to have a disability
- I am registered disabled
- I decline to self classify as to whether I consider I have a disability

RECRUITMENT MONITORING

Where did you see this post advertised?

TES Newspaper

TES online

Recommended by a current member of staff Name _____

Other (please give details) _____

Signed: _____