



Employment Application Form

Position applied for:		
1. Personal Details		
Title:	Forename(s):	Surname:
Address:		Former name: (including maiden name)
Postcode:		Preferred name:
How long have you lived at this address: If less than 5 years please provide all previous addresses for past 5 years.		
Previous address:		Previous address:
Postcode:		Postcode:
Length of time at address:		Length of time at address:
Contact details		
Home telephone: _____		Email: _____
Mobile telephone: _____		
Work telephone: _____		

2. General		
Do you have Qualified Teacher Status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a current full UK driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have the right to work and live in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details of any restrictions to your right to live and work in the UK which might affect your right to take up employment:		



Have you lived or worked outside of the UK in the last 10 years?

Yes No

If you answered yes, to the above question, please provide details of locations and duration:

Please provide full details of membership of any professional bodies

3. Academic and Vocational Qualifications

Please provide details of all academic and vocational qualifications:

Award/Qualification	Awarding Body	Date Obtained	Grade (if appropriate)	
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

4. Further Education and Career History		
<p>Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work undertaken since leaving secondary education.</p> <p>Please start with your current or most recent employer, and in each case, please state the reason for leaving employment.</p> <p>Please provide explanations for any gaps in employment, further education or training.</p>		
Employer/Training Establishment (including dates)	Position held (including subject taught and at which level)	Reason for leaving



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5. Current Salary	
Salary (basic) if appropriate: (Please indicate spine point)	
Additions: (Please indicate responsibility points, London Allowance etc)	
Total Salary	
Salary Expectations	
Outside Interests:	
Please note here any other employment that you would continue with if you were to be successful in obtaining this role:	



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.



6. Please confirm if you know any existing employee, volunteer or Governor at Langley School and if so, please provide full details of how you know them.

7. 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:	
Job Title:		Job Title:	
Tel No:		Tel No:	
Email:		Email:	

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 as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

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 Head. If you would like to discuss this beforehand, please telephone in confidence to the Head 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.

<input type="checkbox"/> I have nothing to declare	<input type="checkbox"/> I enclose a confidential statement
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(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: recruitment@langleyschool.co.uk