

**Application Form**

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Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you see this advertisement?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete and return this form to the School Office with your current CV and letter of application. Incomplete forms may be returned.**

**If you require special assistance in completing this form please contact the School Office who will be happy to help.**

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| The personal data that you provide on this form will be used by Fosse Bank School for the purposes of recruitment, employment and statistical analysis only and if you are not appointed to a post, the form will be destroyed after 6 months. |

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| **1. Personal Details** | |
| Surname:  Title:  Home address:  Post code:  Tel No. (day):  ( eve):  Email: | First name:  Preferred name:  Address for correspondence (if different)  Post code:  Date of birth:  Are you legally entitled to work in the UK? YES / NO |

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| **2. Education and Qualifications** | | | | | | |
| Secondary school / College / University | Dates attended | | | Post 16 qualifications / Degree class and subject | | Date |
| DfCS (Formerly DfES) number:  I confirm that I have Qualified Teacher Status (QTS): Yes / No  Membership of professional institutions and other recent training / knowledge relevant to this post, including the General Teaching Council:  (Continue on a separate sheet if required) | | | | | | |
| **3. Employment History (please account for any gaps in employment)** | | | | | | |
| Present or most recent employer:  Address:  Job title:  Brief description of responsibilities:  If a school, please state: School type:  Age range:  Notice required (or when you could join us): | | | From: To:  Number of pupils on roll:  Boys, girls or mixed:  Current salary: | | | |
| Previous employers (most recent first)  (Continue on a separate sheet if required) | | Dates | | | Position held and brief description of duties including special areas of teaching interest | |

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| **4. Details of relevant training undertaken recently (e.g. teaching courses, First Aid, IT skills)** | |
| Courses  (Continue on a separate sheet if required) | Dates |

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| **5. Personal Statement** |
| Please attach a statement in support of your application, including why you are applying for the post, why you believe your qualifications and experience equip you for this post, what attributes you would contribute and how you meet the requirements of the job description and person specification. |

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| **5. Additional Information** |
| Details of any serious illnesses during the last 5 years. |
| Any other factors which you would like us to take into account when considering your application, including any special needs. |

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| **6. References** | |
| Please give the names of two people who can comment on your suitability for the post, one of which must be your current or last employer. They will be asked to provide details of disciplinary offences relating to children and whether there have been any child protection concerns. They may also be asked to verify your experience and qualifications and to prior to interview. | |
| Name:  Address:  Tel No:  Relationship: | Name:  Address:  Tel No:  Relationship: |
| We take up references for all short-listed applicants before selection for interview | |
| **7. Signature** | |
| I have read the ‘Disclosure Of Criminal Background Of Those With Access To Children’ statement enclosed with this form.  I declare that I am not on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body e.g. the GTC. I either have no convictions, cautions or bind-overs or I have attached details of my past record, any outstanding cases or disqualifications with this application in a separate sealed envelope marked 'confidential'.  I confirm that all information included in this form is accurate and I understand that providing false information or omitting relevant information is an offence which could result in the rejection of this application, summary dismissal if I am selected and possible referral to the police.  I declare that I do\* / do not\* have any family or close relationship to existing employees or employers.  \*Please delete | |
| Signed: | Date: |

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| **For Office Use** |
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