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| **DARTFORD GRAMMAR SCHOOL**  **West Hill, Dartford, Kent DA1 2HW**  **Tel: 01322 223039 Fax: 01322 291426**  **e-mail: adennett@dartfordgrammarschool.org.uk** |

**\*\*\*\*\*\*THIS FORM MUST BE SIGNED AND DATED BEFORE SUBMISSION\*\*\*\*\*\***

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| **APPLICATION FORM Post: Closing Date:** | | | | | | | | | | | | | | | | | | | | |
| **Section 1 PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | | | |
| Surname | | | | | | | | Forenames | | | | | | | | | | Preferred Title | | |
| Previous surname(s) | | | | | | | | DfE No \_ \_ / \_ \_ \_ \_ \_ | | | | | | | | | | NI No | | |
| Address    Post Code | | | | | | | | | | | | | | | | | | | | |
| Telephone Home: Work:  Mobile: Fax: | | | | | | | | | | | | | | | | | | | | |
| E-mail: | | | | | | | | | | | | | | | | | | | | |
| **Section 2 PRESENT TEACHING POST (if applicable)** | | | | | | | | | | | | | | | | | | | | |
| Present Post (Title) | | | | | | | | | | | | Date Appointed | | | | | | | | |
| Point on Scale | | | | | | | | |
| Full/Part-time | | | | | | | | |
| Name of School  Address  Post Code | | | | | | | | | | | | | | | | | | | | |
| Type of School | | | | | | | Age Range | | | | | | | | | | No on Roll | | | |
| Boys/Girls/Mixed | | | | | | | Age Range Taught | | | | | | | | | | | | | |
| Subjects, Main & Subsidiary | | | | | | | | | | | | | | | | | | | | |
| Other Special Interests | | | | | | | | | | | | | | | | | | | | |
| **Section 3 REFERENCES (**One of these should be your present or most recent employer) | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | | | Name | | | | | | | | | | | |
| Capacity in which known | | | | | | | | | Capacity in which known | | | | | | | | | | | |
| Address  Post Code | | | | | | | | | Address  Post Code | | | | | | | | | | | |
| Telephone  Fax | | | | | | | | | Telephone  Fax | | | | | | | | | | | |
| e-mail | | | | | | | | | e-mail | | | | | | | | | | | |
| Please confirm that references may be taken up before interview | | | | | | | | | | | | | | | Yes 🞏 No 🞏 | | | | | |
| Please give any dates when you are not available for interview: | | | | | | | | | | | | | | | | | | | | |
| If your referees knew you by another name, write that name in this space: | | | | | | | | | | | | | | | | | | | | |
| **Section 4 EDUCATION** | | | | | | | | | | | | | | | | | | | | |
| Please enter names & addresses of schools/institutions | | | | | Dates | | | | | | | | | Qualifications and Grades | | | | | | |
| From | | | | | To | | | |
| Secondary School, College, Further Education | | | | |  | | | | |  | | | |  | | | | | | |
| Higher Education | | | | |  | | | | |  | | | |  | | | | | | |
| Further post graduate study | | | | |  | | | | |  | | | |  | | | | | | |
| **Section 5 CAREER HISTORY**  Please give details of **ALL** full and part-time work as well as particulars of **ALL** paid or unpaid employment or experience after the age of 18, e.g. commercial experience, raising family, youth work, voluntary work. Complete the columns starting from the present date.  Please leave **NO** gaps. | | | | | | | | | | | | | | | | | | | | |
| Dates | | | | Employer-address  School- name & address  Type of business activity | | School  Maintained/  Academy/  Independent | | | | | Age Range | | Approx  School  Roll | | | Salary  Scale  including Responsibility Points | | | F/T  P/T  % | Reason for Leaving |
| From | | To | |
| M | Y | M | Y |

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| **Section 6 IN-SERVICE TRAINING & DEVELOPMENT**  Give details of relevant courses and training undertaken in last five years | | | |
| Dates and Duration | Title of Course/Training incl. Home Study and Distance Learning | Name of Provider  e.g. LEA, College, etc | Qualification obtained  (if any) |
|  |  |  |  |
| **Section 7 PERSONAL INTERESTS, OR ACTIVE INVOLVEMENT OUTSIDE WORK**  **(e.g. Youth Leader)** | | | |
|  | | | |
| **Section 8 APPLICANT STATEMENT** | | | |
| Pick out those aspects of your experience or skills that are relevant to this post. Explain how your ability, skills and knowledge match those required for the appointment, where set out, in the person specification or job description. Remember to consider experience in previous employment and relevant experience outside of paid work, such as that gained at home, in the community or through voluntary / leisure / college activities.  Give examples, where you can, in support of your application.  *Continue on separate sheet(s) if necessary, or alternatively, attach a separate letter of application.* | | | |

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| **Section 9 PROTECTION OF CHILDREN** |
| Dartford Grammar School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings and any other information held by local police that is considered relevant to the role. Any information that is ‘protected’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Dartford Grammar School’s privacy notice.  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  We will not ask for any criminal records information until we have received the results of a DBS check.  Any convictions listed on a DBS check will be considered on a case by case basis. |
| **Section 10 RIGHT TO WORK IN THE UK** |
| Dartford Grammar School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006  By signing this application, you agree to provide such evidence when requested. |
| **Section 11 DECLARATION** |
| I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been willfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.  *Please delete where applicable:*  I am/am not related to any senior member of staff or governor  I am prepared to undergo a medical examination if required  I can produce the original documents of my qualifications  Signature: ……………………………………………………… Date: ……………………………..  If you are returning this application form by post, please sign and date. If returning by e-mail you will be asked to sign a copy of this document before any offer of employment is made.  (The post will be subject to the terms and conditions of the Dartford Grammar School contract) |
| **Section 11** |
| I hereby give consent for my personal information provided as part of this application to be held on computer or other relevant filing systems. I understand that this information will be processed according to Dartford Grammar School’s published Data Protection Policy and Privacy Notices.  Signature: ……………………………………………………… Date: ………………………………….. |

**Please indicate where you saw TES On-line 🞏 School Website 🞏**

**the advertisement for this position: TES Publication 🞏 Kent Teach 🞏**

**Other (please state)…………...............................................**

**EQUALITIES MONITORING INFORMATION**

**This section of the form is CONFIDENTIAL and will be detached from your application prior to interview.**

Dartford Grammar School recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community. It will greatly assist us if you provide as much information as possible, but you are not obligated to do so.

**ETHNIC ORIGIN** *(These are approved by the commission for Racial Equality)*

*Please tick one box only, indicating the category that best describes your ethnic origin.*

1. **White 4. Asian or Asian British**

British 🞎 Bangladeshi 🞎

Irish 🞎 Indian 🞎

Any other white background 🞎 Pakistani 🞎

Please specify: Any other Asian background 🞎

Please specify:

1. **Black or Black British 5. Chinese** 🞎

African 🞎

Caribbean 🞎

Any other Black background 🞎 **6.** **Any other ethnic group** 🞎

Please specify: Please specify:

**Mixed GENDER**

1. White & Asian 🞎 Male 🞎 Female 🞎

White & Black African 🞎

White & Black Caribbean 🞎 **AGE RANGE**

Any other Mixed background 🞎 Up to 19 🞎 20 – 25 🞎 26 – 35 🞎

Please specify: 36 – 45 🞎 46 – 55 🞎 56 – 65 🞎

Over 65 🞎

**DISABILITY**

We want to ensure that disabled people are considered on an equal basis by providing appropriate access and equipment. To help us to do this, please answer the following questions:

Do you consider yourself to be disabled? Yes 🞎 No 🞎

If YES, do you consider yourself to be disabled under the terms of

the Disability Discrimination Act? Yes 🞎 No 🞎

The Disability Discrimination Act 1995 defines disability as **‘a physical or mental impairment which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities.’**

Is there anything you would particularly like to tell us about your disability?