St George’s School,

Ascot, Berkshire, SL5 7DZ

Tel: 01344 629900

office@stgeorges-ascot.org.uk

[www.stgeorges-ascot.org.uk](http://www.stgeorges-ascot.org.uk)

**APPLICATION FORM – TEACHING**

**Please return completed form to** [**recruitment@stgeorges-ascot.org.uk**](http://recruitment%20@stgeorges-ascot.org.uk)

**CONFIDENTIAL WHEN COMPLETED**

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| **POSITION APPLIED FOR** |  |

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| **1. PERSONAL DETAILS** |
| **Title (Dr/Mr/Mrs/Miss/Ms)** |  |
| **First Names: Please underline known name** |  |
| **Surname** |  |
| **Have you ever used another surname(s)? If so, please provide details, including dates used from/to.** |   |
| **Current Address** |  |
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|  |
| Postcode: |
| **Telephone** | Home:Work:Mobile: |  |
| **E-mail Address** |  |
| **Previous Address (if resident at current address for fewer than 5 years, please provide any previous addresses during this period – please continue on a separate sheet if necessary)** |
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| **National Insurance Number** |  |
| **Teacher Reference Number** |  |

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| **2. OTHER INFORMATION:** |
| **Are you related to or do you have a close relationship with any Governor or other employee of the school?** |  **Yes No** |
| **If so, please give details** |  |
| **Where did you hear about this role?** |  |

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| **3. PRESENT APPOINTMENT** |
| **Post Held and name of School/employer** |  |
| **Date Appointed** |  |
| **Brief Description of Responsibilities** |  |
| **Start Date** |  |
| **Reason for leaving**  |  |
| **Notice Period and Availability Date** |  |
| **Address:** |  |
|  |
|  **Postcode** |
| **Number of pupils****on Roll** |  | **Age Range of School** |  | **Age Range Taught** |  |
| **LEA/Employer** |  |
| **Present Salary** |  | **Management Allowance** **(if applicable)** |  |

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| **4. EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Include Secondary School and FE/HE)** |
| **School/College/University** | **Dates of Attendance** | **Subjects, Qualifications, Grades, Honours** |
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| **5. PREVIOUS TEACHING APPOINTMENTS:*****Starting with the most recent first, please provide a full history in chronological order (with start and end dates to the month). Please include any periods of unemployment since leaving higher education and provide, where appropriate, explanations for all periods not in employment. In each case please give reasons for leaving employment. Please continue on a separate sheet if necessary.*** |
| **Title of post and name of****School/College/Other****employer** | **Status e.g****Full-time or****Part-time** | **Type of School/College and** **age range/age range taught** | **Period of Service** |
| **From** | **To & reason for leaving** |
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| **6. PROFESSIONAL DEVELOPMENT:*****Please give details of courses relevant to this application and indicate any awards/qualifications/certifications earned.*** |
| **Course Title** | **Provider** | **Duration** | **Dates** | **Awards (if any)** |
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| **7. OTHER RELEVANT WORK EXPERIENCE (please start with most recent)** |
| **Nature of Occupation** | **Employer** | **Period of Service** |
|  |  | **From** | **To** |
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| **8. REFERENCES:***Two references are required from* ***two*** *different employers (except where only one position has been held). The first reference should be your present or most recent employer. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.* ***Please note, references will not be accepted from relatives or from referees acting solely in the capacity of friend.*** *Any previous employer may be contacted for a reference.*  |
| **We may approach your referees without further reference to you before interview, unless you explicitly state that we may not do this.** |
| **1. Name** |  | **2. Name** |  |
| **Position** |  | **Position** |  |
| **Name of School/Company** |  | **Name of School/Company** |  |
| **Address** |  | **Address** |  |
|  |  |
|  |  |
| Postcode: |  Postcode: |
| **Telephone** |  | **Telephone** |  |
| **Email** |  | **Email** |  |
| **In what capacity do you know the above?** | **In what capacity do you know the above?** |
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| **If you were known to either of your referees by another name, please give details** |
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| **9. INTERESTS (both professional and leisure)** |
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| **10. LETTER OF APPLICATION** |
| ***Please attach a letter in support of your application, addressed to Liz Hewer, Head, in which you should give your reasons for applying for this post. Include any information that you consider relevant to this application. No more than two sides of A4 in 12pt font should be used for this.*** |

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| **11. 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 Bursar or Head. If you would like to discuss this beforehand, please telephone in confidence to the Bursar 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)
* **You should be aware that the school will institute its own checks on successful applicants for short listing 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. Delete as appropriate:**

**I have no convictions, cautions or bind-overs****or** **I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked ‘Confidential’.****Signed ………………………………………………****Name ……………………………………………….****Date ……………………………………………….** |

**Data Protection:** St George's School Ascot is a data controller, which means that we are responsible for deciding how we hold and use your personal information. Your privacy is important to us and we want to keep your personal information safe. We understand that the details of your application to the school are a matter of confidence between you and us, and we will preserve and respect that confidence at all times.

We only collect the information that we need to, in order to process your application and to make decisions about recruitment. In order to do this, we may collect information from others, such as references, and we also have a legal duty to share some of your information with certain government agencies. A review of open source social media and online content will be conducted after candidates have been shortlisted and you may be asked about this at interview. We only hold onto your information for as long as we need to in order to complete the recruitment process.