



Gosfield School
TEACHING APPLICATION

Notes for applicants are set out on Page 6 and should be read carefully before completing the form

Application for appointment as :

1. PERSONAL DETAILS (*Block letters please*)

Surname and Title :		Forename (s) :	
Private address:		National Insurance No :	
Telephone No: Mobile No: Email address:		DfES Ref. No :	
Address for correspondence if different from above (eg. Students in College)		Date of qualification :	
		Have you satisfactorily completed your statutory induction period? YES/NO	
		Are you eligible to work in the UK? YES/NO	

2. PRESENT SCHOOL (*Block letters please*)

Name of school : Type : Address :	Subjects taught :
Telephone No : Name of LA/Ind.	
Date of appointment :	Co.Ed., Boys, Girls :
No. on Roll :	Ages taught :

3a. PRESENT POST

Description of post held :			
Date of appointment :	Full or Part-time :	Gross Annual Salary:	Period of Notice :

4. PREVIOUS TEACHING EXPERIENCE (in chronological order). Do not include teaching practice.

Name, Address & Type of School	Dates		Post Held	No. on Roll	Ages taught	F/T or P/T	Subjects taught	Reason for Leaving
	Month and Year							

5. HIGHER EDUCATION (in chronological order)

Place of Study (University, College)	Dates		F/T or P/T	Main Subjects	Subsidiary Subjects	Qualifications Gained (Degree, Cert, Diploma etc) & class of degree
	From Month and Year	To				

6. OTHER COURSES ATTENDED WITHIN LAST FIVE YEARS

Course Details	Date	Course Details	Date

7. SCHOOLS ATTENDED

Name of School(s) and Address	Period of Attendance		GCSE Examinations or equivalent	A Level examinations or equivalent
	From	To	Subject and Grade	Subject and Grade
	Month and Year			

8. INDUSTRIAL, PROFESSIONAL, CLERICAL OR SOCIAL WORK AFTER THE AGE OF 18 YEARS (including HM Forces)

Name of Employer (s)	Exact Details & Nature of Work	Inclusive Period of Service		F/T or P/T
		From	To	
		Month and Year		

9. Please account for any gaps in employment since leaving full-time education:

Reason for gap in employment	From	To

Ensure that **all periods post 18 years of age** are accounted for in the above details. This is important for the purposes of safeguarding and assessment of salary.

10. Have you at any time been debarred from teaching by the Department for Education and Skills? YES/NO

11. Are you related to any member of the Governing Body?

YES/NO

If YES, please state the name of the person and relationship (see notes)

12 .Please state the publication or website in which you saw this post advertised:

13. REFEREES

It is expected that teachers will name their present or most recent Headteacher as their first referee. College leavers should name the Principal of their College. Note: If you were known to either of your referees by another name, please give details. In some cases it will be necessary to refer to the employer.

Please note that references will routinely be taken up prior to interview.

1. Name	2. Name
Role:	Role:
Address	Address
Tel. No.	Tel. No.
Fax.	Fax.
Email	Email
Relationship to you	Relationship to you

Please support your application form with a **letter addressed to the Principal** which should include the reason why you are applying for the post and any other information which you consider appropriate.

DISCLOSURE OF CRIMINAL CONVICTIONS

Gosfield School is a registered charity providing education for boys and girls and is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

Declaration of Criminal Convictions

This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information about convictions, past cautions or prosecutions pending. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

In answering the following question you must disclose details of all convictions and cautions, including "spent" convictions.

Have you ever been convicted of a criminal offence? YES/NO

If YES, please give details on a separate sheet and place in a sealed envelope addressed to the Principal, all convictions, bind-overs and cautions, including "spent" and "unspent" convictions and cautions. Please also detail if you are on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g. General Teaching Council (GTC).

Are there any other circumstances relevant to your appointment as a teacher which ought to be declared?

DATA PROTECTION ACT

Gosfield School ("we" or "us") is committed to data protection and data privacy. With the General Data Protection Regulation (GDPR) enforced from 25 May 2018, we have undertaken a GDPR readiness programme to review our entire business, the way we handle data and the way in which we use it to provide our services and manage business operations.

We hold personal data on all our employees to meet legal obligations and to perform vital internal functions. This notice details the personal data we may retain, process and share with third parties relating to your employment and vital business operations. We are committed to ensuring that your information is secure, accurate and relevant. To prevent unauthorised access or disclosure, we have implemented suitable physical, electronic, and managerial procedures to safeguard and secure personal data we hold.

I certify that, to the best of my belief, the information I have entered is true, and I understand that any false information or failure to discuss criminal convictions may, in the event of employment, result in dismissal or disciplinary action by the Governing Body.

Signed _____

Date _____

NOTES FOR APPLICANTS

- This application form should be completed in no smaller than size 10 font.
- Any personal information entered on this form may be held on computer files.
- No other material need accompany this form except a letter of application. Testimonials should **not** be enclosed.
- Original documentary evidence of status (including Degrees and Diplomas) **will** be required of successful applicants.
- The expenses of the candidate appointed will not be paid until he or she takes up duty. The expenses of a candidate who is offered but refuses to accept an appointment will not normally be paid.
- Canvassing of Governing Body members by or on behalf of an applicant whether directly or indirectly is forbidden.
- Failure to disclose a family relationship to any Governing Body member may disqualify the applicant.