



## Application for Teaching Appointment

Please refer to explanatory notes for full instructions on how to complete this form.

For the post of

### 1. Personal Information

Surname

Title

First Name

All other names

Former Names

Date of Birth

Address

Email

Phone

### 2. Current Employment (if teaching)

Position

Date started

School Name

Earliest possible  
start date

School Address

Headteacher's name,  
phone and email

Responsibilities

Salary

### 3. Current Employment (other than teaching)

Position

Date started

Organisation name  
and address

Earliest possible  
start date

Contact name, title,  
phone and email

Responsibilities

Salary

#### 4. Higher Education

<i>Degree Title and Subject with Class obtained</i>	<i>University, College or other organisation</i>	<i>from</i>	<i>to</i>	<i>Exam date(s)</i>

#### 5. Secondary Education

<i>Qualifications</i>	<i>Subjects with Grades</i>	<i>School attended</i>	<i>from</i>	<i>to</i>	<i>Exam date(s)</i>

#### 6. Previous Employment

*Include all employment, self-employment and periods of unemployment since the age of 18 as well as any unremunerated activities, e.g. unpaid voluntary work. Please provide details in chronological order, beginning with the most recent. Continue on a separate sheet if required.*

<i>Position</i>	<i>Name and Address of School or other employer</i>	<i>from</i>	<i>to</i>	<i>Reason for leaving</i>

**7. Professional Courses attended as a Teacher**

<i>Course Title</i>	<i>Name of provider</i>	<i>Date</i>	<i>Course length</i>

**8. Other relevant experience, interests, skills, qualifications or professional institution memberships**

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**9. Referees**

*Please give the names and details of three professional referees who can be consulted regarding your suitability for this post, including information about your work with children or young people. One of the referees must be your present Headteacher, Principal or employer.*

	<i>Referee's name and address</i>	<i>Job title/role</i>	<i>Phone</i>	<i>Email</i>	<i>Tick if yes(*)</i>
R1					
R2					
R3					

(\*): May this referee be contacted without further reference to you?

**10. Driving Licence**

<i>Do you have a valid current driving licence?</i>
<i>Did you pass your driving test before 1 January 1997</i>
<i>Would you be willing, if trained, to drive a minibus for the school?</i>

## 11. Additional information

<i>Do you have the right to work in the United Kingdom?</i>	
<i>Do you have any special requirements to allow you to participate fully in an interview? (Please give details)</i>	
<i>Please indicate if you know any current employees or Governors of Sevenoaks School, giving their names.</i>	
<i>Where did you see this vacancy advertised?</i>	

## 12. Criminal convictions or cautions

<i>You should note that the disclosure of any offence will not necessarily prevent Sevenoaks School from employing you, but we reserve the right to consider its significance in relation to working with children.</i>	
<i>Work at the school is exempt under the Rehabilitation of Offender Act 1974. A subsequent offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.</i>	
<i>Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.</i>	
<i>Do you have any unspent criminal convictions, cautions or bind-overs?</i>	
<i>If YES, please forward details (date, offence and sentence etc) with a covering letter, in a sealed enveloped marked "Addressee Only – Director of Personnel".</i>	

## 13. Declaration

<i>I certify that, to the best of my knowledge and belief, all particulars included in my application are correct and complete. I understand that if I have deliberately given false information and am appointed, I may be liable to disciplinary action up to and including dismissal and/or criminal action.</i>	
<i>I give my permission for the information provided to be used to form the basis of personnel records should I be appointed.</i>	
<i>I have not been disqualified from working with children and am not barred on the DBS Children's Barred List. I am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council or Teaching Agency) and have no outstanding disciplinary action being taken against me.</i>	
<i>I certify that I know of no reason, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post in question, and that I understand that any offer of employment made by the school will be conditional on verification of medical fitness.</i>	
<i>I know of nothing in my private or professional life which would cause embarrassment to Sevenoaks School.</i> <i>If <b>Untrue</b>, please forward details (date, reason etc) with a covering letter, in a sealed enveloped marked "Addressee Only – Director of Personnel".</i>	
<i>Signature:</i>	<i>Date:</i>

*Please complete this form in full and attach a CV and brief covering letter. Submit an additional document to provide any information you are unable to fit on this form.*