

SEVENOAKS SCHOOL



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 & 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. All references must come from a professional email address rather than a personal email.

	<i>Referee's name and address</i>	<i>Job title/role</i>	<i>Phone</i>	<i>Email</i>	<i>X if</i>
R1					☐
R2					☐
R3					☐

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

10. Driving Licence

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

11. Additional information

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

12. Declaration

<i>As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that we will institute our own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks. It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. We will report the matter to the Police and/or the DBS if:</i> <i>we receive an application from a disqualified person;</i> <i>we are provided with false information in, or in support of, an applicant's application; or</i> <i>we have serious concerns about an applicant's suitability to work with children.</i> <i>I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).</i> <i>I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.</i> <i>I give my permission for the information provided to be used to form the basis of HR records should I be appointed.</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, bring the School into disrepute or prevent me from performing my duties. If Untrue, please forward details (date, reason etc) with a covering letter, in a sealed envelope marked "Addressee Only – Director of HR".</i>	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
Signature:	Date:

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.