



# MILLFIELD

## APPLICATION FOR A TEACHING POST STRICTLY CONFIDENTIAL

Please complete this form in BLACK ink or typescript as it may be photocopied. If any sections are not applicable please mark them N/A. Unless specified, completed applications should be returned, either by post or email, to the Human Resources Department, Millfield School, Street, Somerset, BA16 0YD or [recruitment@millfieldschool.com](mailto:recruitment@millfieldschool.com) together with a CV and covering letter by the published deadline.

**POST** to which this application refers:  
**HOW** did you learn about this vacancy:

### PERSONAL DETAILS (Block Capitals)

Title:                      Surname:                      Previous Surname:

All Forenames:

Date of Birth:    N.I. No:

Present salary:    DFES No:

Nationality:

Address:

Address for correspondence (if different from above):

Home Telephone Number:    Work:

Mobile Number:    E-mail Address:

School / Company:    Position held:

### REFERENCES

Please give the names and addresses of two persons from whom confidential references may be obtained. Indicate their professional relationship to you; for applicants currently teaching, one referee should be your present Headteacher. Referees should not be associated with the School or a family member.

#### REFEREE 1

Name:  
Professional Relationship:  
Address:  
Email:  
Telephone Number:

#### REFEREE 2

Name:  
Professional Relationship:  
Address:  
Email:  
Telephone Number:

## EDUCATION, QUALIFICATIONS AND EXPERIENCE

In the education sector we have a responsibility to safeguard children and young adults in our care. Under current legislation we are required to obtain full employment and education history including dates. Please ensure that all gaps in your employment or education history since the age of 16 are explained. Please use a continuation sheet if necessary.

### Education (from age 16)

School(s)	Dates	A Level subjects	Grade

### Higher Education (indicate whether full or part time)

University/College	Dates	Qualification	Subject(s)	Class

### Professional Qualifications (teaching and other)

University/College Awarding Body	Dates	Qualification	Subject(s)

**Other specialist qualifications, with dates:**

**Extra-curricular Activities** give details of activities (e.g. games, outdoor pursuits), stating your experience and qualifications:

**Pastoral** give details of pastoral experience:

## TEACHING EXPERIENCE

Include full name of school, age range, your status and reason for leaving.

Teaching Post(s)	Dates		Reason for Leaving
	From	To	

## NON-TEACHING EXPERIENCE

Post(s)	Dates		Reason for Leaving
	From	To	

FURTHER INFORMATION IN SUPPORT YOUR APPLICATION AND THE COMPLETED DECLARATION FORM SHOULD BE POSTED TO THE HUMAN RESOURCES DEPARTMENT WITH THIS FORM. YOU MAY WISH TO INCLUDE A PREPARED CURRICULUM VITAE.

## PROFESSIONAL DEVELOPMENT

- Outline in-service training you have undertaken in the last three years

Course Details	Length	Date	Organised by:

### Continuation:

**Do you hold a current drivers licence? Yes**

**Do you have any driving convictions? Yes**

**Licence Number:**

**Year you obtained your licence:**

#### NOTES

- It is our practice to contact referees prior to the interview process.
- Candidates are reminded that canvassing of members of the School's Governing Body will disqualify their application.
- Individuals whose qualifications have been obtained outside ENGLAND AND WALES should attach a copy of their letter of recognition from NARIC.
- Completed application forms should be submitted with a letter of application by the published deadline. Guidance for the contents of the letter of application will be found in the details about the post. You may also wish to include a prepared curriculum vitae.
- Unless specified, completed applications should be returned, either by post to the Human Resources Department, Millfield School, Street, Somerset, BA16 0YD or email [recruitment@millfieldschool.com](mailto:recruitment@millfieldschool.com) together with a CV and letter of application by the published deadline.

Data Protection Act 1998 - The information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be sensitive personal data.

**I hereby certify that the entries on this form are complete and correct to the best of my knowledge.**

Signed:

Date:

If you are sending this application to the School via email please note that in the absence of your signature, the emailing of this application constitutes your personal certification that the details are correct.