



Ellesmere College

TEACHING POST Application Form

Position applied for:

Section 1 – Personal Details

Title:	Forename(s):	Surname:
Address:		National Insurance number:
Postcode:		Do you need a work permit to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone number(s) Home: Work: Mobile: Email address:		Date of birth*: Are you related to or do you maintain a close relationship with an existing pupil, employee, volunteer or Governor of Ellesmere College? If so, please provide details.
Do you have Qualified Teacher Status (QTS)? <i>(If yes, please provide your Teacher Reference number)</i>		
		YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you hold a full current driving licence?		
		YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have more than 3 current penalty points on your driving licence? <i>(If yes, please provide details on a separate sheet and attach)</i>		
		YES <input type="checkbox"/> NO <input type="checkbox"/>

Section 2 – Education and Qualifications

Please include A level / IB grades and degrees classification in chronological order.

(Continue on a separate sheet if necessary)

Date From Month/Year	Date to Month/Year	Secondary School / College / University	Post 16 Qualifications	Results

*Date of birth is required to ensure correct identification of candidate for safeguarding purposes.

Section 3 – Present Employment

If you are currently studying, please state 'student' or if you are currently unemployed, please state 'unemployed' for Job title; N/A

Job title:			
Employer's name:			
Employer's address:			
Telephone contact:		Email contact:	
Date started:		Current salary:	
Please state when you would be available to take up employment if offered:			
<i>Please list your duties and responsibilities. These can be developed within the covering letter.</i>			

Section 4 – Previous Employment

(Continue on a separate sheet if necessary)

Dates	Name and address of employer	Position held and/or duties	Reason for leaving
From:			
To:			
From:			
To:			
From:			
To:			
From:			
To:			
From:			
To:			

Section 5 – Gaps in your Employment

If there are any gaps in your employment history, eg looking after children, sabbatical year etc, please give details and dates.

(Please continue on a separate sheet if necessary)

Section 6 – Continuing Professional Development (CPD)

Please detail any courses you have attended in the past three years.

Date	Course	Course Provider

Section 7 – Career Aspirations

(Please continue on a separate sheet if necessary)

Section 8 – The Arts

Outline any participation in the Arts: Drama, Music, Art in either a creative or supportive capacity if applicable.

(Please continue on a separate sheet if necessary)

Section 9 – Sport

Detail any sports you have played (please give level attained) and if you could coach. State if you hold any coaching qualifications with sport, level and date achieved.

(Please continue on a separate sheet if necessary)

Section 10 – Outdoor Experience

Please give details of any outdoor interests together with any qualifications held.

(Please continue on a separate sheet if necessary)

Section 11 – Other Qualifications, Skills or Training

Please provide details of any qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

(Please continue on a separate sheet if necessary)

Section 12 – Interests

Please give details of any interests or hobbies or skills.

Section 13 – Religion

What is your religious affiliation, if any?

Are you a regular communicant?

The College is part of the Woodard Foundation which is a Christian Foundation. Applications from all religions are welcome, and from those without any religious belief. However, tolerance and respect of the religion of the school is expected from all employees. Teachers should be willing to supervise pupils as they participate in our Chapel services each week.

Section 14 – Criminal Records

If you are successful in your application you will be required to complete a Disclosure and Barring Service (DBS) Form. An offer of employment is conditional upon the College receiving an Enhanced Disclosure from the DBS which the College considers to be satisfactory. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS (a copy of which is available from the College on request).

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared if they are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exception) Order 1975 (amended in 2013). If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the College's Recruitment of Ex-Offenders Policy (a copy of which is available from the College on request).

Have you been convicted by the courts of any criminal offence? Yes No

Is there any relevant court action pending against you? Yes No

Have you ever received a caution, reprimand or final warning from the police? Yes No

If 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.

Section 15 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. Neither referee should be a relative or someone known to you solely as a friend.

Referee 1	Referee 2
Name:	Name:
Job Title:	Job Title:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Occupation:	Occupation:
Telephone number:	Telephone number:
Email:	Email:

Section 16 – Recruitment

It is the College's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the College are subject to a probationary period. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of our Child Protection policy and Safe Recruitment policy are available on request or from <http://www.ellesmere.com/other/downloads/employment-opportunities/>. Please explain any gaps in your post-16 education and employment record fully, as this forms part of our Safeguarding Children procedures.

Should you be shortlisted **we will contact referees prior to interview.**

If your application is successful, the College will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed within six months.

Section 17 – Declaration

- This is a legally binding document: I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on either the DBS Children's Barred List, or the DBS Vulnerable Adults Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I confirm that I am not subject to a teaching prohibition order.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to Ellesmere College processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the College making direct contact with the people specified as my referees to verify the reference.

Signature: _____

Date: _____

Any successful applicants who apply for employment, by email, will be required to sign and date this form.

Please note: This application form must be fully completed, including the employment history section, and submitted along with any supporting documents. You may include a CV which will outline your skills and experience in more detail, but this cannot be in place of completing this form.