|  |
| --- |
| *Post applied for:*Office use |
|       |



**APPLICATION FORM**

*This form is designed to help us assess your application, and to conform with DfE guidance. Please complete this form by typing in the boxes or writing clearly in black ink. If necessary, please provide further information on a separate sheet.*

*If you are typing on this form, TAB will take you to the next box. Where tick boxes are provided, click in them to enter an X.*

##### PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| FIRST NAME:  |       | MIDDLE NAME: |       |
|  |  |  |  |
| SURNAME: |       | TITLE: |       |
|  |  |  |  |
| PREFERRED NAME: |       |  |  |
|  |  |  |  |
| ADDRESS: |                           |

|  |  |  |  |
| --- | --- | --- | --- |
| TELEPHONE (day/mobile): |       | TELEPHONE(evening): (evening):  |       |
|  |
| EMAIL: |       |

 *We will normally send all correspondence by email unless you ask us not to.*

###### EDUCATION and TRAINING *Proof of qualifications will be required.*

SECONDARY EDUCATION (11 – 18 years)

|  |  |  |
| --- | --- | --- |
| School(s) attended: | School Name | Dates |
|  |       |       |
|  |       |       |
|  |       |       |
|  |  |
| A-levels or equivalent: | Level and subject | Grade | Level and subject | Grade |
|       |       |       |       |
|       |       |       |       |
|       |       |       |      |

HIGHER EDUCATION - *including teacher training* ***(earliest first)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From month/year | To month/year | Universities/ Colleges attended – including part time  | Title and class ofdegree and gradeeg. BA (Hons) 2 (i) | Subject or course title |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

TEACHER TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| Age range: |       | Main Subject: |       |
|  |  |  |  |
|  |  | Subsidiary subject(s): |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Please specify subjects offered for teaching at Reigate Grammar School and to what level? |       |  |  |

EXTRA CURRICULAR PROVISION - What extra-curricular provision have you offered recently? (Please give details)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of clubs, trips, events, teams etc | Frequency (eg. weekly, annually etc) | Participants (nos, age range, gender) | From | To |
| M | Y | M | Y |
|       |       |       |    |    |    |    |
|       |       |       |    |    |    |    |
|       |       |       |    |    |    |    |
| What extra-curricular provision would you offer?      |

IN-SERVICE TRAINING and CPD

|  |  |
| --- | --- |
| Please give details relevant to this post within the last three years  |            |
| Please give details of current priorities for future professional development  |            |

**EMPLOYMENT HISTORY**

PREVIOUS EMPLOYMENT - *including any temporary, unpaid and voluntary work experience* ***(earliest first)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From month/year | To month/year | Employer/Establishment | Job title, post(s) held, areas of responsibility, subject(s) taught  | Salary at leaving (include allowances) | Reason for leaving |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

Please explain any periods not in employment since the end of full-time education:

|  |
| --- |
|       |

CURRENT EMPLOYMENT (if you are not employed as a teacher please give details as appropriate)

|  |  |
| --- | --- |
| Name of Establishment:       | Employer (if different):       |
| Type of School\*       | Number on Roll:       | Age range:       |
| Post Held /Title:       | Date Appointed:       |
| Total Annual Salary:       | Full/Part-Time(if P/T show fraction of Full-Time, e.g. 1/2, 3/5):       |
| Grade /TLR/Leadership Allowance:       | UPS position (if applicable):       |
| Main areas of additional responsibility:       | Notice required/earliest possible start date:      |
| In current post, subject(s) taught and to what level?      | Pastoral roles in current post:      |

*\*eg. Independent, Voluntary Aided, Girls/Boys, Grammar, Comprehensive*

|  |  |
| --- | --- |
| Reason for leaving (if applicable): |       |

Have you taught to GCSE level in the last 3 years? [ ] Yes [ ] No

If yes, please advise which subjects

Have you taught to A-level in the last 3 years? [ ] Yes [ ] No

If yes, please advise which subjects

###### SUPPORTING STATEMENT

Please enclose a letter of application or supporting statement, explaining your interest in this post and why your qualifications, experience and personal qualities are relevant to this appointment.

###### REFERENCES

Give details of two people who have knowledge of you in a working/educational environment, paid or unpaid. The first reference should be your present or most recent employer. **If you are a teacher, it should be your current Headteacher**. If you are a student give appropriate school or college referees. It is the normal practice for references to be obtained before any formal interview. Please note that the school reserves the right to contact any previous employer.

We would normally expect to approach your referees without further reference to you.

Please confirm that you are happy to accept this? [ ] Yes [ ] No

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| Name: |       |       |
| Position: |       |       |
| Address: |                           |                           |
| Tel: |       |       |
| Email: |       |       |
| In what capacity does this person know you? |       |       |
| How long has this person known you? |       |       |

###### SAFEGUARDING AND CHILD PROTECTION

Reigate Grammar School International is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school’s Privacy Notice, Safeguarding/Child Protection Policy, Code and Conduct, Recruitment Policy and KCSIE guidance, which are available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Enhanced disclosures from the Disclosure & Barring Services will be sought on all successful applicants.

Have you ever been subject to any concerns, allegations or investigations

(either formal or informal) relating to safeguarding or child protection? [ ] Yes [ ] No

**If YES please include details on a separate sheet.**

###### CRIMINAL CONVICTIONS – REHABILITATION OF OFFENDERS ACT 1974

Reigate Grammar School International is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

All applicants who are offered employment in posts involving access to children (whether teaching or support) will be subject to a criminal record check from the Disclosure & Barring Services before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that **you are required to declare any convictions or cautions which you may have, even if they would otherwise be regarded as ‘spent’ under this Act, and any cautions or bind-overs and any prosecutions pending against you**. Failure to disclose this information could result in disciplinary action or dismissal. Any information will be treated in complete confidence.

Details of any convictions or cautions should be provided in a sealed envelope addressed to the Headmaster, marked CONFIDENTIAL and enclosed with this application.

DECLARATION BY THE APPLICANT

I agree that any offer of employment is subject to satisfactory references, medical, prohibition checks and police clearance (where appropriate).

I understand that Reigate Grammar School International will collect and process my personally identifiable information in accordance with the School Privacy Notice which I have received and read as part of the application process.

I also confirm that I have read the school’s recruitment policy and equal opportunities policy as part of the application process.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal.

I have read the above notes on Criminal Convictions and agree to an enhanced check of police records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered ‘spent’.

**I confirm that:**

**[ ]  I do not have any criminal convictions or cautions.**

**[ ]  I am not on the Barred List or disqualified from working with children.**

**[ ]  I am not subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC).**

|  |  |  |  |
| --- | --- | --- | --- |
| SIGNATURE\*: |       | DATE: |       |

*\*Please insert an image file if possible. If not, please leave blank as shortlisted candidates will be asked to sign the form at interview.*

Please return this form to:

The Head of Human Resources,

Reigate Grammar School, Reigate, Surrey RH2 0QS.

hr@reigategrammar.org