| **TEACHING / TEACHING SUPPORT POST APPLICATION FORM**  **[all fields must be completed]** | | | |
| --- | --- | --- | --- |
| **Position applied for:** | | | |
| **PERSONAL DETAILS** | | | |
| Current Surname:  All Previous Surnames:  Title Mr/Mrs/Miss/Ms/Dr: | | Forenames: | |
| Age: | Date of Birth: | DfE Ref No: | National Insurance No: |
| Permanent Address:  Telephone No: | | Address for correspondence (if different):  Telephone No: | |
| Daytime Telephone No:  Mobile Telephone No:  E-mail Address: | | | |
| Subject Specialisations:  List, with age range, the subjects you have taught in your career to date: | | | Notice period & date you are able to commence work: |

| **EDUCATION & TRAINING** | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(a) Secondary Education :** | | | | | | | | | | | | | | |
| Name of School(s) | | | | | | | | From | | | | To | | |
| Qualifications / Examinations passed (Please list all qualifications obtained with their status) | | | | | | | | | | | | | | |
| Qualifications | | | | | Grade | | | | | | | Date obtained | | |
|  | | | | |  | | | | | | |  | | |
| (**b) Further / Higher Education :** | | | | | | | | | | | | | | |
| Name(s) of College / University | | | | | Full / Part Time | | | | From | | | To | | |
|  | | | | |  | | | |  | | |  | | |
| Name of qualification / examination | | | | | Main Subject | | | | Subsidiary | | | Hons or Ord / Class & Division | | |
|  | | | | |  | | | |  | | |  | | |
| If any course you have taken has been extended beyond the normal period, state reason and period of extension | | | | | | | | | | | | | | |
| **(c) Other qualifications obtained since leaving College / University & courses attended in the last 5 years :** | | | | | | | | | | | | | | |
| (Please indicate if full or part time) | | | | | | | | | | | | | | |
| **WORK EXPERIENCE** | | | | | | | | | | | | | | |
| **(a) Present (or most recent) post : (See part 2(d) of the application process details if not currently in teaching)** | | | | | | | | | | | | | | |
| Name, type and size of school  (Please give full address) | | | | Position Held  (Include any special posts held if applicable) | | | | | Main Subject  (Include any other subjects taught) | | | | Date appointed  State full or part time; and reason for leaving  (Add date resigned if applicable) | |
|  | | | |  | | | | |  | | | |  | |
| Current Salary: £ | | | | | | | | | | | | | | |
| **(b) Previous teaching experience arranged in chronological order (Indicate if full or part time) :** | | | | | | | | | | | | | | |
| Name, type and size of school  (Please give full address) | | | | Position Held  (Include any special posts held if applicable) | | | | | Main Subject  (Include any other subjects taught) | | | | Dates Employed and reason for leaving  (indicate salary / scale point) | |
|  | | | |  | | | | |  | | | |  | |
| **(c) Other work experience :** | | | | | | | | | | | | | | |
| Name of Employer | | | Nature of employment (full/part time) | | | | | | | | From | | | To |
|  | | |  | | | | | | | |  | | |  |
| **(d) Present post, for applicants in other types of employment :** | | | | | | | | | | | | | | |
| Name of Employer | | | Position held (state full/part-time and salary) | | | | | | | | Date appointed | | | |
|  | | |  | | | | | | | |  | | | |
| **REFERENCES** | | | | | | | | | | | | | | |
| **Please give details of two referees who can comment on your suitability for the post for which you have applied. At least one reference must be from your current, or most recent, employer and signed by someone in a senior position - if this is a school, it will usually be the Head Teacher. Open references are not acceptable.** | | | | | | | | | | | | | | |
| 1) | Name |  | | | | 2) | Name | | |  | | | | |
|  | Status |  | | | |  | Status | | |  | | | | |
|  | Address:  Tel: | | | | |  | Address:  Tel: | | | | | | | |

| **ADDITIONAL INFORMATION** | |
| --- | --- |
| **(a) Activities and Interests :** | |
| **Non-athletic (Music, Drama etc) :** | |
| **Athletic and other physical activities (indicate level of participation, e.g. University, Club, County etc) :** | |
| **(b) Other Information :** | |
| Do you hold a current Driving Licence? | YES / NO |
| Are you a relative of any Yarm School governor, employee or pupil? | YES / NO |
| **(c) Any further information to support the application (if applicable):**  **Candidates are encouraged to write a separate letter in support of their application.** | |
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| **Criminal Convictions and the Rehabilitation of Offenders Act 1974**  **[Applicants to read carefully please]**  Yarm School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.  It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children**.**  **You should be aware that, if you are short-listed for interview, you will be asked to declare any relevant unspent cautions or convictions, reprimands or warnings which are not ‘protected’ and exempt from disclosure at that stage.** We will be in touch with you again, should this be the case.   | The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for particular jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service’s Filtering Guide <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide> | | --- | | |
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| **Declaration by the Applicant:**  I agree that any offer of employment by Yarm School is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical and police clearance (where appropriate). In accordance with the 1998 Data Protection Act (as subsequently amended or superseded), it is agreed that Yarm School may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.  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.  **Signature of applicant: Date:** | |
| Please return the completed application form, together with a covering letter in support of your application, via email to sri@yarmschool.org or by post to:  **Headof Preparatory School,**  **Mr Bill Sawyer,**  **Yarm Prep School,**  **Grammar School Lane,**  **Yarm,**  **TS15 9ES** | |