



ST JOHN'S BEAUMONT

APPLICATION FORM FOR TEACHING STAFF

Please complete this form using type or black ink and return (marked confidential) to:

The Bursar

St John's Beaumont School, Priest Hill, Old Windsor, Berks SL4 2JN

Or by email to bursar@sjb.email

By 10 a.m. on the closing date

PLEASE READ THE GUIDANCE NOTES ON THE BACK OF THIS FORM BEFORE COMPLETION.

PLEASE STATE WHICH VACANCY ARE YOU APPLYING FOR

PERSONAL DETAILS

TITLE: Mr/Mrs/Miss/Ms

SURNAME:

FORENAME/S (*underline the names by which you like to be known*)

FORMER SURNAME (*e.g. Maiden name or previous change of name*)

DATE OF BIRTH

Teacher Number/ DfES Number

St John's Beaumont is committed to safeguarding and promoting the welfare and safety of its pupils and as such applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers and the (DBS) Disclosure and Barring Service.

ADDRESS	
Post Code	
TELEPHONE NUMBERS	
Home:	Mobile:
Email:	
If resident at current address for less than five years, please provide any previous addresses during this period (include dates).	
National Insurance Number	Do you hold a full & clean driving licence?
Religion (if you are happy to disclose)	
Eligibility to work in the UK What is your nationality? ----- If you are NOT a UK citizen or an EU/EEA national, do you currently have: Permission to work in the UK <input type="checkbox"/> I require sponsorship to work in the UK <input type="checkbox"/>	
Have you ever been convicted of any criminal offence? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, give details Please note that if you are successful in your application, an offer of employment will be conditional upon an enhanced Criminal Records check being obtained.	
Have you ever been dismissed, or forced to resign from any previous employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	

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If yes give details

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Proof of ID and qualifications will be required at interview.*

Further information about the Disclosure Scheme can be found at
www.gov.uk/government/organisations/disclosure-and-barring-service/about



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EDUCATION

Please supply a history in chronological order (with start and end dates) of all secondary education and further education.

Name of school, college / university	Qualifications	Subject	Grade	Dates (To / From)

QUALIFICATIONS

Qualification	Date

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EMPLOYMENT DETAILS

Including Work Experience, Training Schemes etc.

Please supply a full history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education. Provide, where appropriate, explanations for any period not in employment or self-employment, and in each case any reasons for leaving employment.

PRESENT POST: _____

Name and Address of Employer	Employer's Business	Dates <i>(if you are currently unemployed give date of finish & reasons for unemployment)</i>	Present Salary/ Rate of Pay

Period of notice required or termination date:

Duties and Responsibilities of your current or most recent post:


Please demonstrate that you have the experience, skills & knowledge as required on the person specification.

Continue on a separate sheet if necessary

Reason for Leaving

PREVIOUS APPOINTMENTS

Please list most recent first

Name and Address of Employer	Appointment held together with grade/salary	Dates (To / From)	Reason for Leaving
			

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ADDITIONAL INFORMATION

Please give any additional information, which you feel may support your application, including details of appropriate experience, skills and knowledge. In providing this information you should bear in mind the requirements of the post which are detailed in the job description and person specification and what attributes you feel you could bring to this post.



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Please continue on a separate sheet if necessary

Signature_____

Date_____



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EXISTING CONTACTS WITHIN ST JOHN'S BEAUMONT

Please indicate if you know any existing employees or governors at the school, and if so, how you know them.

Name	Position	Connection

REFEREES

Give names, designations and addresses of TWO people to whom reference may be made. One must be your present (or most recent) employer. Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.

1) NAME:	2)NAME:
Address:	Address:
Post Code:	Post Code:
Email:	Email:
Telephone No:	Telephone No:
Fax No:	Fax No:
Please note that references will be taken up with both referees and this may be done prior to interview.	

DECLARATION

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs including those regarded as "spent" must be declared. I have not been disqualified from working with

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children, am not named on DCSF List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg. the General Teaching Council), and either (please delete as appropriate):

I have no convictions, cautions or bind-overs

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

Signature _____

Date _____ / _____ / _____

Please state where you heard about this vacancy

GUIDANCE NOTES

PLEASE READ THIS INFORMATION BEFORE COMPLETING THE ENCLOSED APPLICATION FORM

These notes are intended to help you complete the enclosed application form. The person specification provided with the Job Description lists the criteria against which each candidate will be assessed. Invitation for interview is based on the information contained in the Application Form. The candidates shortlisted will be the ones who most closely meet the criteria. **Applicants who do not meet the essential criteria on the person specification will not be short-listed.**

- Please complete the form using type or black ink so that it can be photocopied.
- Please submit the application by the closing date, no late applications will be considered.
- Please ensure that you include as much relevant information as possible on the **actual application form**. Any information provided on CV's will not normally be considered for shortlisting purposes.

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- If little or no information is provided **on the application** form it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.
- If you do not have enough space on the form at any point you may continue on a separate sheet of paper.

Personal Details

The first section asks for some basic details about yourself. Please provide all the details as requested.

Education

Please provide full and accurate details about your education and training.

Employment Details – Current (Last)

- Please provide details of your present post as requested.
- Please ensure that you give us your current salary.
- In the section asking you to explain the duties and responsibilities you undertake you should clearly detail how your experience, skills and knowledge matches the requirements of the person specification. Please give full details as this will enable us to assess your suitability for the post for which you are applying.

Previous

Please provide full details of any previous posts you have held, starting with the more recent first.

Additional Information

This section is for you to provide additional information about yourself which you feel is relevant to the post for which you now apply and which has not already been mentioned. You may wish to include your particular skills and qualities and the attributes you feel you could bring to this post which will help us assess your suitability.

**PLEASE SIGN AND DATE THE FORM AND RETURN IT BY 10 A.M. ON
THE CLOSING DATE**