

**Head of English**

St John’s College School

Grange Road

Cambridge

CB3 9AB

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Fax: 01223 355846

[recruitment@sjcs.co.uk](mailto:recruitment@sjcs.co.uk)

[www.sjcs.co.uk](http://www.sjcs.co.uk)

**1. General**

|  |
| --- |
| **FULL NAME** *(underlining the names by which you like to be known)***:** |
| **FORMER SURNAMES** *(e.g. maiden name or any previous change of name(s))***:** |
| **TITLE:** |
| **CURRENT ADDRESS:** |
| **HOME PHONE:**  **WORK PHONE:** |
| **MOBILE PHONE: E-MAIL:** |
| **NATIONAL INSURANCE NUMBER:** |
| **Please give details of how you learned of this vacancy:** |

**2. Further Education and Career History**

Please supply a full history in chronological order (with start and end dates) of all training/further education, work placements (e.g. teacher training school placements), employment, self-employment, volunteering and any periods of unemployment since leaving secondary education.

Provide where appropriate explanations for any ‘Gaps’ (periods not in employment, self-employment or further education/training) and in each case any reasons for leaving the post.

| **Start Date**  **(MM/YY)** | **End Date**  **(MM/YY)** | **Name and address of Institution or Employer [or please write ‘Gap’]** | **Position**  (include brief description of responsibilities if not immediately apparent from job title) | **Reason for Leaving or for Gap** |
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**3. Educational Qualifications and Professional Development**

Please give full details of your degree and professional level qualifications and dates.

Please also include any further training you have received.

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| --- | --- | --- | --- |
| **Date Obtained**  **(MM/YY)** | **Subject** | **Awarding Body** | **Grade (if appropriate)** |
|  |  |  |  |

**Please provide your DCSF reference number RP/**…………………………………

**Do you have Qualified Teacher Status?** ………….

**4. Teaching Experience**

Please give details of your present position and previous teaching experience, and expand as you wish upon your career history. Include any positions of responsibility, membership of professional bodies and achievements you feel may be of interest.

**5. Skills and Interests**

Please outline any particular skills and interests you have, within and/or beyond teaching, which support your application or which offer a broader portrait of you.

**6. Educational Philosophy**

Please describe your educational philosophy and how you feel that you would contribute to this particular post.

**7. Care for Children**

If not already stated in section 2, *Further Education and Career History*, please indicate if you have any previous experience of working with or caring for children, in either a paid or voluntary capacity.

**8. Living or Working Abroad**

If not already stated clearly in Section 2, please record below any periods of work or residency abroad.

|  |  |  |  |
| --- | --- | --- | --- |
| **Address** | **Dates from**  **(MM/YY)** | **Date to**  **(MM/YY)** | **Reason** |
|  |  |  |  |
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**9. Existing Contacts within School**

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

**10. Miscellaneous**

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| --- |
| A) Do you have a clean driving licence? ❑ **YES** ❑ **NO**  (if ‘No’, please give details below) |
| B) Are you willing to drive the school’s minibus? ❑ **YES** ❑ **NO** |
| C) Are you eligible for employment in the UK? ❑ **YES** ❑ **NO**  (if ‘No’, do you have a Visa application in hand? ❑ YES ❑ NO) |
| D) If you are successful in this application, how much notice are you required to give your present employer? |
| E) What is your current or most recent salary? |

**11. Further Information**

If necessary, on a separate sheet, please give details of any disabilities which might have a bearing on how you should be treated in the appointment process and how your rôle, should you be appointed, may be affected by the disability. Disabled applicants will be invited to discuss with the Headmaster ways in which any disadvantages could be lessened or eliminated from the appointment process and what reasonable steps the School could take to enable the applicant, if appointed, fully to carry out the duties of the post. In assessing any applicant, the School may take such advice and require such assessments as it regards as appropriate. Subject to this, the School will be sensitive to any requests for confidentiality.

**12. References**

For each of your referees please give their name, their role or job title, the context in which the referee knows you (e.g. Headmaster, Line Manager, Supervisor, etc.) their address, telephone number(s) and email address.

One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.

**Please note, references will only be accepted from those who have acted as your line manager or who have been in a position of responsibility for you. References will not be accepted from relatives or from referees writing solely in the capacity of friends.**

**Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Role or Job Title |  | | |
| Context |  | | |
| Address |  | | |
|  |  | | |
| Email address |  | Telephone No. |  |

**Can we approach Referee 1 for a reference prior to interview? Yes 🞎 No 🞎**

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Role or Job Title |  | | |
| Context |  | | |
| Address |  | | |
|  |  | | |
| Email address |  | Telephone No. |  |

**Can we approach Referee 2 for a reference prior to interview? Yes 🞎 No 🞎**

**Declaration**

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and am aware that I must declare any convictions, cautions, reprimands or final warnings that are not “protected” as defined in the aforementioned Act.

*[Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers, and cannot be taken into account]*

I have not been disqualified from working with children and am not named on the Children’s Barred List.

I am not barred for working with children or vulnerable adults by the Disclosure and Barring Service.

I am not subject to any sanctions imposed by a regulatory body (e.g. the National College for Teaching and Leadership), and either (please tick as appropriate):

**🞎 I have no convictions, cautions, reprimands or final warnings**

Or

**🞎 I have attached details of any convictions, cautions, reprimands or final**

**warnings in an envelope marked ‘Confidential’.**

Finally, I confirm that I have read the [Staff Privacy Notice](https://www.sjcs.co.uk/sites/default/files/styles/Data%20Protection/Staff%20Privacy%20Notice.pdf) (click the link to access), and I understand the contents and my rights in relation to the processing of my personal data.

*Please note that providing false information is an offence and could result in the application being rejected or, if the applicant has been appointed, in summary dismissal and possible reference to the police*

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form, together with a brief handwritten letter of application (please do not feel the need to repeat information included on this application form) by post or email as soon as possible to:

**Karen Close, HR & Compliance Administrator, St John’s College School, 75 Grange Road, Cambridge CB3 9AA (**[**recruitment@sjcs.co.uk**](mailto:recruitment@sjcs.co.uk)**)**

**Thank you for completing this form.**