

THE FEDERATED GOVERNING BODY

DANE COURT GRAMMAR SCHOOL
and
KING ETHELBERT SCHOOL



Application for a Teaching Post

DANE COURT GRAMMAR SCHOOL

If you would like this document in large print, audio, braille, alternative format or in a different language please ask.

Instructions

Please fill in **all sections 1 to 14** as well as the **Recruitment Monitoring Form**.

Please write in **black ink** so the form can be photocopied or complete electronically.

Put your **name**, the **job title** at the top of any additional sheets you use.

Sign and date the declaration at the back of this form and the Recruitment Monitoring Form.

The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. All records from the recruitment process will be held for 6 months after which they will be destroyed, except for those of the successful candidate.

1 Post applied for:

Position:

2 Personal Details

Title	First Names	Surname
Mr	Have you ever used any other names? If yes, please state:	

2 Personal Details continued:

Please only give numbers/addresses on which you are willing to be contacted	Telephone (home)
	Mobile telephone
Address (in full)	Personal fax no
	Telephone (work)
	E-mail (personal or work – please specify)
Postcode	W H
National Insurance No: (You can obtain this information from the Department of Works and Pensions)	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
DCSF reference number	GTC No:
Date you are available to take up the appointment:	
Are you related to or know any School Governor?	
If yes, please give the name and capacity in which they are known to you.	
Are you related to or know any current employee?	
If yes, please give the name and capacity in which they are known to you.	

3 Current post

Name and address of school	Job title
	Current or last salary and grade
	Date started in post
LA:	
Type of School, Group Size and number on roll :	

4 Previous teaching appointments

Please list all appointments starting with the most recent.

School name and address	Dates		Position held and age range taught	No: on roll	LEA	Reason for leaving
	From	To				

5 Non teaching appointments held

If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times e.g. unemployment, raising a family, study, voluntary work etc.

Dates from/to	Details of appointment/Reason for break

6 Other Skills and Interests

(Please include details of any public duties, community or voluntary work experience)

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7 Education and training

Original documentation of qualifications will be required prior to an appointment

a) Secondary Education:

Name of School(s) and area:	1.		
	2.		
Qualifications gained:	Subjects	grade	date
GCSE	English Maths		
'A' Levels or equivalent			

b) University / College, etc (other than teacher training)

Degree Studies (excluding Postgraduate Studies)							
University/Polytechnic	Main Subject(s)	Subsidiary Subject(s)	Degree	Pass/Hons.	Class & Div	From/To	Date of award

c) Professional Studies

College of Education:	From:	To:
or		
University	From	To
Main Subject:	Subsidiary Subject:	
Any other full-time or part-time studies leading to a qualification – with dates and award(s)		

8 Other relevant training e.g. short courses, personal development, special projects

Date	Organising body	Brief description of course content

9 References

References will be taken up before an offer of employment is made and may be taken up prior to interview. One referee should be your current or most recent employer who will be asked about disciplinary offences relating to children

1st Referee

Title Mr	Name	Telephone W M
Organisation :		
Occupation:		Fax no
Address (in full) Postcode		E-mail address How do they know you?

2nd Referee

Title Mr	Name	Telephone W M
Organisation		
Occupation		Fax no
Address (in full) Postcode		E-mail address How do they know you?

10 Your Health

Do you consider yourself to be in good health? Yes

If no, please give details.

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11 Protection of children

Disclosure of criminal background is required of those with substantial access to children

You are required to give details as this post, for which you are applying, is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act (ROA) 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. **A subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced Criminal Records Bureau check.**

Details of any relevant cautions or convictions:

I have nothing to declare

I have information to declare and I have attached a sealed envelope containing details to include the offence, the sentence and the date.

12 Arrangements for people with disabilities

If you have a disability and have demonstrated in your supporting information that you meet the minimum (essential) criteria for the vacancy you will be invited for interview.

We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are.

Do you have a disability?	
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(For definition of disability please see the Recruitment Monitoring Form)

Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job?	
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If 'yes' please give details here:

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13 Asylum & Immigration Act 1996

Do you need a Work Permit or Worker Registration Certificate to work in the UK?	No
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Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	No
If 'yes' please give details here:	

14 Declaration

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise Dane Court Grammar School to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

I agree that personal data relating to me which has been or is obtained by Dane Court Grammar School, including personal data given by me on this form, may be held and processed either on a computer or in manual records held by the school.

Signed:	Date:
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Please return your completed application form to:

**Dane Court Grammar School
Broadstairs Road
Broadstairs
Kent CT10 2RT**

**Tel No: 01843 864941
Fax: 01843 608811
Email: admin@danecourt.kent.sch.uk**

Recruitment Monitoring Form



The information supplied on this form is strictly confidential and does not form part of your application. This page will be removed from your application form and the information will not be taken into account when making the appointment.

The information you provide will be handled and stored in accordance with the Data Protection Act 1998.

Dane Court Grammar School welcomes applications for employment from all sections of the community. It is a fundamental principle of our policies that all people are equally valued regardless of their gender, age, disability, race, ethnic origin, language, religion or sexual orientation. The aim of our policies is to ensure that our employment practices do not allow unfair discrimination and to promote equality of opportunity for all.

To help us meet this commitment, we hope that you will assist us in monitoring the recruitment process by completing this form. Only by collecting the information provided on this form can we progressively assess our performance and identify where improvements should be made.

Please fill in all sections in black ink.

Post title:		
Surname:		First Names:
Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	Nationality	Date of Birth:
Vacancy I heard about this vacancy through: (Please give one answer only)		Religion (If you feel the choices below do not provide a suitable option, please write how you would describe your religion)
<input type="checkbox"/> Internal Bulletin <input type="checkbox"/> Job Centre <input type="checkbox"/> Local Newspaper* <input type="checkbox"/> National Newspaper* <input type="checkbox"/> Professional/Trade Journal* <input type="checkbox"/> www.kent.gov.uk <input type="checkbox"/> Other*		<input type="checkbox"/> Christian <input type="checkbox"/> Sikh <input type="checkbox"/> Jewish <input type="checkbox"/> None <input type="checkbox"/> Muslim <input type="checkbox"/> Hindu <input type="checkbox"/> Buddhist <input type="checkbox"/> Other*
*Please specify		*Please specify

Ethnic Origin

(The following categories are recommended by the Commission for Racial Equality. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin)

(a) White

- British
 Irish
 Any other White background

(c) Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background

(e) Chinese or other ethnic group

- Chinese
 Any other

(b) Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

(d) Black or Black British

- Caribbean
 African
 Any other Black background

If you have ticked one of the 'Any other' boxes, please describe your ethnic origin below.

Disability

Do you have a disability?

Yes:

No:

Definition of Disability

The Disability Discrimination Act 1995 defines disability as follows:

A person has a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities.

According to the Act, a disabled person is currently someone who:

- Has a physical or mental impairment and;
- The impairment has an adverse and substantial effect on his or her ability to carry out normal day to day activities and;
- The effect of the impairment is long term.

Examples of conditions covered include:

- Physical impairments: diabetes; epilepsy; multiple sclerosis; cancer, cerebral palsy; heart disease.
- Mental impairments: schizophrenia; dyslexia; bi-polar disorder; learning difficulties.
- Progressive conditions: cancer, multiple sclerosis, muscular dystrophy, HIV infection.

Sensory impairments, such as blindness, having partial sight or hearing loss are also included within "physical and mental impairments".

Signature:

Date:

For office use only.

- Shortlisted Appointed