

# BURGESS HILL SCHOOL

*for girls*

## Application for a Teaching Post

Applicants must complete all sections of the form in full and in BLACK ink

|                       |
|-----------------------|
| Position Applied for: |
|-----------------------|

**1. Personal Details** (please complete in block capitals)

|  |   |
|--|---|
| Surname<br><small>(Dr, Mr, Mrs, Miss, Ms)</small>  | Forename(s)                               |
| Permanent Address  | Address for Correspondence (if different) |
| Telephone (Daytime)  | Telephone (Evening)                       |
| Mobile   | Email Address                             |
| Date of Birth  | DfES Reference Number                     |
| Do you have Qualified Teacher Status?  | Are you registered with the GTC?          |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of Burgess Hill School for Girls? If so, please provide details below.                                |   |
| Do you require a work permit to enable you to work in the UK? <b>Yes/No</b><br>If so, do you have a current permit? <b>Yes/No</b><br><small>(If appropriate, please bring the original documentation to interview)</small> |   |
| Do you consider yourself to have a disability? <b>Yes/No</b><br>If so, do you require any special arrangements to enable you to attend interview? Please give details below  |   |

**2. Education/Qualifications and Training:**

Please supply a full history in chronological order of all qualifications, training and further education.

**Please include all secondary and post secondary qualifications. Continue on a separate sheet if necessary.**

| School/College/Institute | Dates<br>From-to | Examinations taken | Result | Date |
|--------------------------|------------------|--------------------|--------|------|
|                          |                  |                    |        |      |

### 3. Present or most recent Teaching Post

|   |  |
|---|--|
| Current or most recent Post   |  |
| Name and address of school  |  |
| Area Board or Local Education Authority   |  |
| Type of School  | Salary   |
| Start date with school (Day/Month/Year)    /    /                                   | <b>Temporary / Permanent</b> (delete as appropriate) |
| Subject(s) taught since appointment   |  |
| Notice required to terminate appointment ..... Months/Terms (delete as appropriate) |  |
| Outline details of current duties undertaken  |  |

### 4. Previous Employment

Please provide details of all employment since leaving full time education in chronological order (most recent first). Please include all periods not in employment. Continue on a separate sheet if necessary.

| Name & Address of Employer | Post Held and Duties Attached to the post | Dates from-to | Reason for Leaving |
|----------------------------|---|---------------|--------------------|
|                            |   |               |                    |

**5. Other interests, skills, cultural, academic and sporting pursuits:**

**6. STATEMENT**

Please write a statement as to why are you applying for the post and what attributes would you contribute (continue on a separate sheet if necessary)

## 7. References

Please provide at least two referees. 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 that references will not be accepted from relatives or from friends solely in the capacity of friends.**

| Name | Position | Postal address and email address | Contact telephone number |
|------|----------|----------------------------------|--------------------------|
|      |          |                                  |                          |
|      |          |                                  |                          |
|      |          |                                  |                          |

## 8. Declaration by Applicant

I hereby certify and declare that:

- (a) I have read the Terms and Conditions of Appointment pertaining to the position for which I now make application and that all the questions on this form have been accurately answered to the best of my knowledge and belief. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.
- (b) I have not, in any manner, canvassed any member of the Board of Governors or staff at Burgess Hill School for Girls, nor sought for, or consented to, any manner of canvassing to be undertaken on my behalf and that, from the date hereof, I will not undertake, seek or consent to any such canvassing.
- (c) 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 children, am not named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg 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.

- (d) In the event of my application being successful, I understand that an enhanced disclosure will be requested from the Criminal Records Bureau.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Completed applications should be sent to:

HR Manager, Burgess Hill School for Girls, Keymer Road, Burgess Hill, West Sussex, RH15 OEG

**APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED**

# IMPORTANT INFORMATION

**The following notes should be read in full before an application is submitted.**

## **1. APPLICATION FORMS**

Completed application forms should be posted or delivered in person to Burgess Hill School for Girls to be received by no later than the specified time and date. Application forms received after the closing date and incomplete applications will not be accepted.

## **2. SHORTLISTING**

It should be noted that shortlisting will be based solely upon the information provided by the applicant on the application form. Members of the shortlisting panel are not permitted to take into consideration information known to them personally about any candidate.

## **3. INTERVIEW ARRANGEMENTS**

Candidates will be invited to attend for interview in the first instance by telephone or email followed by invitation in writing. Candidates are requested to advise school if unable to attend.

If a candidate fails to present him or herself for interview, it will be deemed that they have withdrawn from the selection process. If a candidate is unavoidably detained en-route to interview they should contact the school immediately.

## **4. NOTIFICATION OF UNSUCCESSFUL CANDIDATES**

In the interests of economy, candidates not shortlisted for posts in schools may not be notified. Applicants who have not been advised of an interview within 1 week of the closing date for teaching posts or 2 weeks of the closing date for non-teaching posts may wish to contact the school and make enquiries. All candidates selected for interview will be notified in writing whether successful or not.

## **5. NOTIFICATION OF SUCCESSFUL CANDIDATES**

A candidate is deemed to have been offered the post **only** on receipt of a formal written offer of employment from Burgess Hill School for Girls. **Recommended candidates must not take any action to terminate their current employment until they are in receipt of a formal written offer of employment from Burgess Hill School for Girls.**

## **6. VERIFICATION OF QUALIFICATIONS**

A formal written offer of employment from Burgess Hill School for Girls is conditional on the successful candidate providing original documentary proof of qualifications stated on the application form. Candidates invited for interview will be requested to bring proof of identity and qualifications on the day of interview.

January 2010