

KATHARINE LADY BERKELEY'S SCHOOL

Wotton-under-Edge
Gloucestershire
GL12 8RB

Tel: 01453 842227
Fax: 01453 845480
www.klbschool.org.uk



Confidential Application for a Teaching Appointment

Letter of Application

A letter of application should accompany this form. The letter should be typed or word-processed and should not exceed 2 sides of A4.

Post applied for:	Start date:
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Personal Information

Surname:		Former names (if applicable):	
Forenames:		Date of birth:	
Address for correspondence:			
Email address:		Evening telephone no:	
Daytime telephone number:		Mobile number:	
National Insurance no:		DfE reference no:	
Superannuation fund to which you contribute: (please tick or give details)	Teachers	LGO	Other (details):

Secondary Education

School Name and Town/City	Dates (mm/yy)		Examinations (subjects/results)	Date of award
	From	To		

Further/Higher Education and Training

University/College Name	Dates (mm/yy)		Subjects	Qualification (inc degree class)	Date of award
	From	To			

Teaching Qualification

Age range covered in training for your teaching qualification:	Subjects covered in training for your teaching qualification:
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Teaching Service (Full time, part time or continuous supply of at least one term's duration. For teachers who will be newly qualified, please list teaching practice schools)

Name of School and Name of LEA Area	F/T P/T or S	Mixed Boys Girls	Type of school*	Subjects and Age Ranges Taught	Grade/Scale/Resp. Points/Management Allowance	Period of service	
						From	To
Current Post:							
Previous Posts:							

* C – Comprehensive S – Secondary Modern G – Grammar (selective) P – Primary

Salary in last/current post:
Point on Pay Spine in last/current post:

Courses, Seminars, Conferences and In-Service Training (of at least one day's duration)

Title of course, seminar, conference or training and qualification obtained (if applicable)	Organising body	Duration	Dates

Commercial/Industrial or other employment since the age of 21

Name of Employer	Nature of Employment	Dates of Employment

Gap in Employment Details

Date From:	Date To:	Reason for Gap:

Other relevant interests or skills

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Rehabilitation of Offenders Act 1974 and Exceptions Order 1975

Because of the nature of the work for which you are applying, you must provide information about any convictions under the provision of the Rehabilitation of Offenders Act (Exceptions Order 1975). In the event of being employed by the school, any failure to disclose such convictions could result in dismissal or disciplinary action. The information given will be completely confidential. Please list details (i.e. type of offence, date, sentence, fine imposed etc.) or place this information in a sealed envelope and attach it to your application if preferred.

Data Protection Act 1998

Under the terms of the Data Protection Act 1998 the information provided on this form will be held in confidence and used for the purpose of Recruitment and Selection and Personnel Administration and no other purpose.

References – one should normally be your present Headteacher or employer.

Name, Position and Organisation	Address	Telephone number and email address

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process.

Due to safeguarding requirements, references should be obtained prior to interviews for shortlisted candidates, to assist with assessing candidates' suitability to work with children.

Declaration

I certify that the statements that I have made above are, to the best of my knowledge, correct in every respect:

Signed: Date:

The information given on this form will be treated in confidence and will only be used for the purposes of selection.