

APPLICATION FORM



For the position of:	
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PERSONAL DETAILS

Surname:		Title:
Forenames: <i>(Please underline the name by which you like to be known)</i>		
Address	Tel No <i>(Home)</i> :	
	Tel No <i>(Work)</i> :	
	Tel No <i>(Mobile)</i> :	
	Email address:	
Postcode	N.I. No:	
Do you hold a valid UK or EU driving licence? Yes / No		
<i>This section ONLY relevant to teaching staff</i>		DfE No:
Do you have DfE Qualified Teacher Status? Yes / No		

Please indicate, by ticking the relevant box, how you heard about this vacancy		
TES <input type="checkbox"/>	E Teach <input type="checkbox"/>	AGS Website <input type="checkbox"/>
AGS staff member <input type="checkbox"/>	Other <input type="checkbox"/>	_____
Online Recruitment Agencies: Indeed <input type="checkbox"/>	WM Jobs <input type="checkbox"/>	Reed <input type="checkbox"/>
Facebook Forum <input type="checkbox"/>	_____	
Local press <input type="checkbox"/>	_____ (please specify which newspaper or online site)	

SECONDARY EDUCATION

Dates		School / College	Qualifications and Grades obtained
From	To		

HIGHER EDUCATION

Dates		College / University	Qualification <i>(including Class and Division)</i>
From	To		

PROFESSIONAL DEVELOPMENT

Please list courses attended in the last three years

Date and Length of Course	Training Provider	Course Title / Qualification obtained

PRESENT POSITION

Current Post Title:		Date Appointed:	
Employer's Name and Address:			
Post Code			
Employer's Tel No			
Employer's Email Address			
Current Salary and Grade		Date moved to current grade	
Period of Notice Required			
Reason for leaving:			
Current Responsibilities:			
Subject Specialisms: (please give details of age groups taught and areas of particular interest within your subject. Include any second subjects you would be able to deliver):			

PREVIOUS EMPLOYMENT: (teaching or non-teaching). Please list chronologically with most recent first.
Please list **ALL** employment and continue on a separate sheet if necessary

Dates		Employer's Name and Address	Position Held	Full or Part Time
From	To			

Responsibilities:

Reason for leaving:

Dates		Employer's Name and Address	Position Held	Full or Part Time
From	To			

Responsibilities:

Reason for leaving:

Dates		Employer's Name and Address	Position Held	Full or Part Time
From	To			

Responsibilities:

Reason for leaving:

EXTRA-CURRICULAR CONTRIBUTION TO BE OFFERED

Please include contribution offered outside the classroom and to what standard

ADDITIONAL INFORMATION

Please provide a separate letter of application (**on no more than two sides of A4**) addressing your particular strengths and how your experience to date has prepared you for this particular role.

If there is any additional information you would like to supply please add it here.

HOBBIES AND LEISURE INTERESTS

EXISTING CONTACTS WITH ALCESTER GRAMMAR SCHOOL

Please list any contacts with current employees, volunteers or Governors at the School and how you know them.

SHARING OF INFORMATION WITHIN SOUTH WARWICKSHIRE SCHOOLS AND COLLEGES

Schools in South Warwickshire are committed to working together in order to support the development of the local education provision. Employing and retaining the best possible staff is paramount to this aim.

If you were unsuccessful in securing a place at Alcester Grammar School, would you be willing for your application to be shared with other schools and colleges in South Warwickshire? These schools will then process your data in accordance with their respective privacy notices.

YES / NO (please circle as appropriate)

DATA PROTECTION

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Staff Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

If you do not succeed in your application, we will hold the information you provide for up to 6 months from the date of your application in line with the Retention Schedules provided by the Information Record Management Society (IRMS). The schedules set out the Statutory Provisions under which the school are required to retain the information.

We may check the information provided by you on this form with third parties.

YES / NO (please circle as appropriate)

REFEREES

Please give the details of **two** referees, **one of whom should be your present or most recent employer**.

Please state your connection with the person named. **Please note that references are usually taken up prior to interview.**

Name		Name	
Position		Position	
Relationship to referee:		Relationship to referee:	
Reference type	Employer's reference / Character reference Please note that a character reference cannot be provided by a family member.	Reference type	Employer's reference / Character reference Please note that a character reference cannot be provided by a family member.
Address		Address	
	Post Code:		Post Code:
Tel. No.		Tel. No.	
Mobile		Mobile	
Email		Email	
May this referee be contacted without further authority from you? Yes / No		May this referee be contacted without further authority from you? Yes / No	

DECLARATION

I have not been disqualified from working with children, I am not prohibited from working with children under s142 of the Education Act 2002 (as amended), and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).

To the best of my knowledge, the information I have given in this application form is correct and true. I understand that canvassing or giving false or misleading information will disqualify my application, or if appointed, may result in my dismissal. I confirm that I will notify the school immediately in the event that the information I have provided within this application form changes.

Signed: _____ Date: _____

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate and truthful answers.

You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service, all offers of appointment made will be conditional on obtaining such satisfactory checks.

Alcester Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Alcester Grammar School

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Alcester Grammar School is a company limited by guarantee registered in England and Wales under number 07485466. Registered office: Birmingham Road, Alcester, Warwickshire, B49 5ED

