



Durham High School *for Girls*

APPLICATION FOR EMPLOYMENT TEACHING, TEACHING SUPPORT AND ADMINISTRATIVE POSTS

NAME:

POSITION APPLIED FOR:

SCHOOL: Durham High School *for Girls*

Where did you see this job advertised? -

The personal data you provide on this form will be used for the purposes of recruitment, employment and statistical analysis only, and if you are not appointed to a post, the form will be destroyed after 6 months unless you inform us you would like us to keep your details on file.

3 EMPLOYMENT HISTORY

Present or most recent employer:

Address:

Job Title:

From:

To:

Brief description of responsibilities:

Reason for leaving/wishing to leave:

Notice required (or when you could join us):

Current salary:

Previous employers (most recent first)	Dates	Position held and brief description of duties
Continue on separate sheet if required		

4 ADDITIONAL INFORMATION

Details of any serious illnesses during the last 5 years:

Do you have a current clean driving licence (applicable only if duties involve driving) YES/NO

Hobbies, interests and anything you wish to tell us about your personal and family circumstances, including any special needs or a disability that may require us to make a 'reasonable adjustment'. *

5 PERSONAL STATEMENT

Please state why you believe your qualifications and experience fulfil the requirements of this post, and any other information in support of your application.

Continue on separate sheet if required

* The Disability Discrimination Act defines disability as a 'physical or mental impairment which has a substantial and long-term effect on your ability to carry out normal day-to-day activities'.

6 CONVICTIONS and 'SPENT' CONVICTIONS of a CRIMINAL NATURE

It is essential that in making an application you disclose any conviction, warning, reprimand, caution or binding-over including "spent convictions", under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Details of any such disclosure should be placed in a sealed envelope marked 'Confidential' and, if you are called for interview, brought with you. Any information disclosed will be treated in the strictest confidence. Any offer of appointment will be subject to satisfactory Criminal Records Bureau clearance.

You must disclose details of any current sanctions imposed by a regulatory body eg the General Teaching Council. If you have any such sanctions, please tick here.

7 REFERENCES

Please give the names of two people from different institutions who can comment on your suitability for this post. One should be your current or last employer, or if you have not been employed, your school headteacher or college tutor.

Name:

Name:

Address:

Address:

Tel no:

Tel no:

Relationship:

Relationship:

We may take up references before interview unless requested not to do so. If you do not wish us to contact a referee at this stage, please mark the alongside the name with a cross.

8 SIGNATURE

Signed:

Date: