



Snaresbrook Prep School

Application Form - Teaching Staff

Applicants must complete all sections and return this application form to reach the school before

Friday 24th November 2017

Applicants may incorporate further details within their covering letter including what has motivated you to apply for this role at Snaresbrook Prep School.

Post Applied For **PART-TIME TEACHER OF COMPUTING**

Start Date **January 2018**

Section 1 - Personal details

Title	Surname
QTS status ? Yes / No	Forename(s)
Any previous names used including dates	Current address including postcode
Home phone Mobile Email address	List address history for last 5 years including dates (month & year)
National Insurance number	DfE number

Please note: All applicants invited for interview will be asked to bring with them their passport or evidence of a National Insurance Number.

Section 2 – Education

Primary / Preparatory School and dates

Secondary School and dates

Please list all ‘O’ & ‘A’ Level results including Board, subject, grade and date

University / College attended including dates

Degree (subject with class)

***Please note:** to comply with our statutory obligations **all applicants invited for interview** will be asked to bring with them their ORIGINAL certificates to confirm the data given above.*

Section 3 - Teaching Qualifications

Teaching qualification

University / College including dates

Further qualifications / degrees / professional training including dates

Areas of teaching interest

***Please note:** to comply with our statutory obligations **all applicants invited for interview** will be asked to bring with them their ORIGINAL certificates to confirm the data given above.*

Section 4 - Recent Training Courses

(Please list including dates)

Section 5 - Present Post

Name and address of present school/employer

Job Title & Major Responsibility

Subjects Taught

Extra-curricular Activities and Games

Other relevant Experience

Present Salary

Date of appointment

Section 6 - Previous Posts

Please list below the details of previous employment since leaving full-time education until taking up your present post. Give names of all schools and other employers, apart from temporary work, together with dates in chronological order, positions held, subjects taught and reasons for leaving. Gaps in employment should be explained in your covering letter. Continue on a separate sheet if necessary

Section 7 - Equal Opportunities

SPS aims to be a fair employer and is committed to equal opportunities and equality legislation.

Section 8 – Hobbies and Interests

Section 9 - References

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

Section 10 - Statement

(Please indicate if you know any existing employees or Directors of the school and if so, how you know them. Please also indicate here the personal qualities and experience which you consider are relevant to your suitability for this post and how you meet the person specification).

Data Protection Act 1998

SPS will use the information given for the purposes of recruitment and selection. If you become an employee of the school the information will remain confidential. It will be used for the purpose of personnel administration, including pay and pensions and by designated staff only.

If you do not become an employee, the information will be destroyed after 1 year.

Declaration

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 / Barred List or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg the GTC) (please delete as appropriate)

I have no cautions, convictions or bind-overs

Or

I have attached details of any cautions, convictions or bind-overs in a sealed envelope marked ***“Confidential”***

Signed Date