**The Dixie Grammar School**

**Market Bosworth, Leicestershire CV13 0LE**

**website:** [**http://www.dixie.org.uk**](http://www.dixie.org.uk)

**Headmaster: Mr R Lynn**

**CONFIDENTIAL**

**APPLICATION FOR TEACHING APPOINTMENT**

**Please use black ink or type**

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| **POST APPLIED FOR:** | | | | | | |
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| **PERSONAL DETAILS** | | | | | | |
| **Surname:** | | | **First Name:** | | | |
| **Other Names:** | | | **Preferred Title:** | | | |
| **Address:** | | | | | | |
| **Tel Number:** | | **Mobile:** | | | **Email:** | |
| Please **tick** your preferred (day time) contact number. | | | | | **NI Number:** | |
| Are there any restrictions on you working in the UK? **YES NO** (please delete as applicable) | | | | | | |
| **PLEASE NOTE:** *to comply with our statutory obligations, all applicants will be asked to bring with them their evidence of their right to work in the UK.* | | | | | | |
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| **DETAILS OF CURRENT EMPLOYMENT** | | | | | | |
| **Name of School/Employer:** |  | | | | | |
| **Address:** |  | | | | | |
| **Telephone No:** |  | | | | **Email:** |  |
| **Title of Post Held:** |  | | | | | |
| **Full or Part Time:** |  | | | | **Salary:** |  |
| **Dates From/To:** |  | | | | | |
| **DETAILS OF POST AND RESPONSIBILITIES** | | | | | | |
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| **EXTRA-CURRICULAR CONTRIBUTIONS** | | | | | | |
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| **DETAILS OF PREVIOUS EMPLOYMENT – PLEASE LIST MOST RECENT FIRST**  **Please give details of any gaps in your employment history.** | | | | | | | |
| **Name of School/ Employer** | **Position Held** | | | **Dates From/To** | | **Reason for Leaving** | |
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***Please continue on a supplementary sheet if necessary.***

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| **OTHER EMPLOYMENT/UNREMUNERATED ACTIVITY - Please give details in chronological order:** | | | | |
| **Name of Employer** | **Details and Nature of Work Activity** | **Date From** | **Date To** | **FT/PT** |
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***Please continue on a supplementary sheet if necessary.***

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| **HIGHER EDUCATION (Undergraduate, Postgraduate & Teaching Qualifications)** | | | | | |
| **Place of Study**  **(University, College, etc.)** | **Date From** | **Date To** | **Main subject(s)** | **Subsidiary Subject(s)** | **Qualification gained** **(Degree, Diploma etc. including class)** |
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| **SECONDARY EDUCATION AND EXAMINATION RESULTS (GCE A Level or equivalent)** | | | |
| **Examinations Taken, e.g. A Level:** | **Subjects Passed with Grades:** | **Date Awarded:** | **School/College Attended:** |
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***Please continue on a supplementary sheet if necessary.***

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| **INTERESTS AND HOBBIES** |
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| **DETAILS OF RELEVANT PROFESSIONAL DEVELOPMENT** |
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***Please continue on a supplementary sheet if necessary.***

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| **ADDITIONAL INFORMATION** | | | | | | | |
| **LETTER OF APPLICATION - Please attach a separate letter of application of no more than two sides of A4 to support your application.** | | | | | | | |
|  | | | | | | | |
| Please indicate if you know or are related to any existing employees or Governors of the school? | | | Yes |  | No |  |  |
| If yes, please indicate who you know and their relationship with you.  ……………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………  The organisation wishes to ensure that all candidates have a fair opportunity to show their abilities in the selection process. To help us to this, please would you indicate if you need any adjustments for the interview?  **YES NO** (please delete as applicable). If YES please indicate below what adjustments you require.  ……………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………… | | | | | | | |
| **CHECK ON CONVICTIONS OR CAUTIONS** | | | | | | | |
| **The post for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are, therefore, required to declare any convictions or cautions you may have, even if they would otherwise be regarded as 'SPENT' under this Act (please use a separate envelope). The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. The Dixie Grammar School is committed to safeguarding and protecting the welfare of children and younger persons and a successful candidate will be required to undertake an enhanced disclosure from the DBS.** | | | | | | | |
| **Envelope attached** |  | *Please mark if appropriate.* | | | | | |
| * **Information received from the DBS will be kept in strict confidence and will be destroyed immediately the selection process is completed.** * **The disclosure of a criminal record will not debar you from an appointment unless it is considered that the conviction renders you unsuitable for appointment.** * **In making this decision, the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant will be considered.** * **Failure to declare a conviction may, however, disqualify you from appointment, or result in instant dismissal if the discrepancy comes to light.**   **Information supplied may be used for registered purposes under the terms of the Data Protection Act 1984.** | | | | | | | |
| Have you had any criminal convictions (other than motoring offences)? | | | Yes |  | No |  |  |
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| **REFERENCES** | | | |
| **Please give names and addresses of two persons who may be consulted regarding your suitability for this post. One of these should be your present employer, or if you are new to the profession, your College Principal.**  **References will not be accepted from relatives or from referees writing solely in the capacity of friends.** | | | |
| **Full Name:** | **Address - Telephone – Email:** | | **Capacity in which**  **known to you.** |
| **1. Present or most recent employer:** |  | |  |
| **Daytime Tel:** |  |
| **Email:** |  |
| **2. Other Referee:** |  | |  |
| **Daytime Tel:** |  |
| **Email:** |  |
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| **DECLARATION** | | | |
| I declare that this application form has been completed by myself and all the information I have given is true and accurate to the best of my knowledge and belief.    I am not on list 99, disqualified from work with children or subject to sanctions imposed by a regulatory body. I have no convictions, cautions or bind overs not declared in this application.    I understand that any appointment is subject to receipt of a satisfactory DBS check and that my application may be rejected or that I may be dismissed if I have given false information or withheld any relevant details.    Signature: .................................................................................. Date: .............................................. | | | |

**Please return this completed form to the Headmaster, Mr R Lynn, The Dixie Grammar School,**

**Market Bosworth, Leicestershire, CV13 0LE. Email:** [**gilesn@dixie.org.uk**](mailto:gilesn@dixie.org.uk)