



The Dixie Grammar School

Market Bosworth, Leicestershire CV13 0LE

website: <http://www.dixie.org.uk>

Headmaster: Mr R Lynn

CONFIDENTIAL

APPLICATION FOR TEACHING APPOINTMENT

Please use black ink or type

POST APPLIED FOR:

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.

DETAILS OF CURRENT EMPLOYMENT

Name of School/Employer:

Address:

Telephone No:

Email:

Title of Post Held:

Full or Part Time:

Salary:

Dates From/To (MM/YYYY):

Notice Period:

DETAILS OF POST AND RESPONSIBILITIES

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.

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 (MM/YYYY)	Reason for Leaving

*Please continue on a supplementary sheet if necessary.***OTHER EMPLOYMENT/UNREMUNERATED ACTIVITY - Please give details in chronological order:**

Name of Employer	Details and Nature of Work Activity	Date From (MM/YYYY)	Date To (MM/YYYY)	FT/PT

*Please continue on a supplementary sheet if necessary.***HIGHER EDUCATION (Undergraduate, Postgraduate & Teaching Qualifications)**

Place of Study (University, College, etc.)	Date From (MM/YYYY)	Date To (MM/YYYY)	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:

Please continue on a supplementary sheet if necessary.

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.

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

Please note that all shortlisted candidates will be required to complete a self-declaration form prior to interview. The form will require candidates to provide details about any criminal record or other information that might make them unsuitable to work with children.

It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children.

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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 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 note that shortlisted candidates will be required to sign a copy of their application form at interview if their application form has been submitted electronically.

Shortlisted candidates should be aware that online searches will be carried out as part of due diligence checks.

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