



# Gethsemane Christian SDA Junior Academy

## TEACHER APPLICATION FORM

### CONFIDENTIAL

Please use black ink and write clearly or type

#### PERSONAL DETAILS

Position Applied For:

Complete Name:

Other Names Used (for purpose of background check):

Home Address:

Home Telephone:  
Mobile:

Daytime Telephone:  
E-mail address:

#### PRESENT OR MOST RECENT POSITION

Position Held:	Date Started:	Date Ended:
Name and Address of School/ Employer:  Zipcode:	Current Salary and Allowances (if on School Teachers' Pay & Conditions):	Reason for Leaving:
Telephone Number:	Notice required to present Employer:	
	Can we contact you at work?	

#### APPLICATION DETAILS

**IT IS ESSENTIAL THAT YOU COMPLY WITH THIS SECTION OF THE FORM**

**Please use additional sheets** to give details of your relevant experience/training/skills together with any other information in support of your application, including details of your present post. **Ensure that you itemize your responses to demonstrate how your knowledge/skills/experience meet the requirements of the Person Specification to be tested through the Application Form. If you omit information which we have asked for we may not be able to consider your application.**

**Please indicate how many additional sheets you have enclosed.**

**TEACHING/Work EXPERIENCE** – Most recent first.

Enter details of *all* your work experience including periods of non-employment, unpaid, voluntary work and study.

Name, Type, Location of School/Employer	Dates of Employment		<i>TEACHING ONLY</i> Boys, Girls or Mixed & No. on Roll (If Known)	<i>TEACHING ONLY</i> Ages/Grade Taught	Subjects Taught/Job Duties AND Salary
	From	To			

<p><b>Age range you are qualified to teach:</b> .....</p> <p>Preferred Age-range: .....</p> <p>Date of Award of Qualified Teacher Status:</p> <p>How many credits reached if not complete?</p> <p>With which State?</p>	<p>Subjects qualified to teach:</p> <p>Main:</p> <p>Subsidiary:</p> <p>Additional subjects (if any) which you are willing to teach:</p>
<p>Have you ever been subject to any sort of formal action by an employer that focused on child protection issues? <span style="float: right;">Yes / No (circle)</span></p> <p>If yes, what action was taken and what was the outcome? Please give details on a separate sheet.</p>	

Details of educational history – most recent first. Please list all schools, colleges, universities etc, which you have attended.	Course Studies	Qualifications level (if obtained)	Dates	
			From	To
Please attach additional sheets if necessary. You will be asked to provide original proof of relevant Qualifications if you are interviewed.				

**COURSES AND OTHER TRAINING UNDERTAKEN WHICH IS RELEVANT TO THIS JOB APPLICATION**

Course/Training	Date	Organizing Body

## TO BE COMPLETED BY ALL APPLICANTS

Date of Birth:

**Activities involving contact with children and vulnerable adults outside the work environment (e.g. sports coach, scout leader etc).**

Please attach additional sheets if necessary.

### DETAILS OF PEOPLE WHO MAY BE CONTACTED FOR REFERENCES – INCLUDING PRESENT EMPLOYER

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Friends and relatives must not be used.

Full name of present or most recent employer:		
Address:   Zipcode:	Telephone:	
	E-mail:	
	Fax:	

May we contact your present/most recent employer for a reference straight away? Yes  No

If NO when may we do so?

Other referee (preferably another employer)		
Address:   Postcode:	Telephone:	
	E-mail:	
	Fax:	
Capacity in which known to you:	Daytime Telephone:	

**Please note that we reserve the right to approach any of your previous employers for references if necessary.**

I agree, if I am selected for this appointment, to checks being made with the Criminal Records Bureau for any record of convictions or cautions against me. I am aware that such information as appropriate for Enhanced Disclosures will be made available.

**I CONFIRM THAT THE INFORMATION GIVEN ABOVE IS CORRECT.**

I also consent to the Board carrying out other appropriate checks with the Criminal Records Bureau if it so wishes.

**Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## TO BE COMPLETED BY ALL APPLICANTS.

Do you have any criminal convictions?    Yes                                  No

### CHECK ON CONVICTIONS OR CAUTIONS

A check as to the existence and content of a criminal record may be requested from the Criminal Records Bureau after a person has been selected for appointment to this post. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

You are therefore asked to sign the statement below to confirm your agreement, if you are selected for the appointment, to a check being made on any criminal record applicable to you.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in that list.

Please give details (in the space below) of any criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered 'spent' under the terms of the Act.

**Please give details of ALL convictions, cautions, reprimands or warnings (whether spent or not).**

### CRIMINAL RECORDS BUREAU

**The Criminal Records Bureau, an executive agency of the Home Office, helps employers check records, which were previously held by the police, the Department of Health and the Department for Education and Skills.**

**Different levels of disclosure can be provided, according to the type of work applied for.**

**The job for which you have applied necessitates an Enhanced disclosure.**

Enhanced disclosures are for positions which have contact with children or vulnerable adults. They contain details of all convictions, cautions, reprimands or warnings on record.

### GUIDANCE NOTES FOR JOB APPLICANTS

**Thank you for your job inquiry.**

**The information you provide on this application form and additional sheets will determine whether you are short-listed for interview. Please note that CV's will not be accepted in place of this application.**

## **PERSONAL DETAILS**

Please enter your details fully and clearly so we may contact you about your application.

## **REFEREES**

Give the names and addresses of two referees, one of whom must be your current employer (or most recent if unemployed).

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Relatives and friends must not be used.

## **QUALIFICATIONS AND OTHER RELEVANT TRAINING**

Give details of your relevant qualifications and training courses. (You be asked to produce proof of relevant qualifications if you are interviewed).

Look at the person specification to see which qualifications/training are essential. You may also have gained qualifications and attended training that, although not essential, are relevant to the job.

We are also interested in any relevant courses that did not lead to an examination or qualification and will take into account equivalent education/qualification gained overseas or as part of a vocational training scheme.

## **APPLICATION DETAILS**

**Using separate sheets**, tell us why you think you can do the job.

- You should provide evidence of your relevant experience, skills and knowledge by giving specific examples and demonstrating how you meet the criteria on the person specification.
- You should think very carefully before completing this section and refer to both the job description and person specification.
- You may wish to write this page out as a rough draft before submitting a handwritten or typed statement (however, do not send in a CV).
- If you have little or no work experience, try to think of things you have done where you can transfer skills used at school or college, such as planning a project, or course work.
- You may also have considerable domestic responsibilities such as household budgeting, or you may organize social or community activities – these are skills that can be relevant to the post.
- Be positive about your personal skills and achievements – they can be just as relevant as professional experience.