



THE JOHN LYON SCHOOL

APPLICATION FOR A TEACHING APPOINTMENT

POSITION APPLIED FOR:	
PERSONAL DETAILS	
TITLE:	SURNAME: FORENAME(S):
Previous Surname if married:	
PERMANENT ADDRESS (inc. Post Code):	Address to which correspondence should be sent (if different) and telephone number:
HOME TELEPHONE NUMBER:	
MOBILE TELEPHONE NUMBER:	Email address:
WORK TELEPHONE NUMBER:	DCSF No:
Are you legally eligible for employment in the UK?	YES/NO
Have you ever been dismissed or forced to resign from any previous employment? (if <i>yes</i> give details)	YES/NO
Have you ever been involved in a disciplinary procedure relating to children? (if <i>yes</i> please give full details including the outcome of the procedure.)	YES/NO
Have you ever been convicted of any criminal offence YES/NO	
This post is exempt from the Rehabilitation of Offenders Act 1974 and all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. If you have ever been convicted of any criminal offence please give details, in confidence, in a separate sealed envelope which will be opened by the Head and subsequently destroyed. This post is subject to an Enhanced Criminal Records Bureau Disclosure in the event of a successful application. Copies of the School's Code of Practice is available from the Personnel Department.	
If appointed, when could you start at John Lyon?	
Do you have any relationship to an employee or Governor of The John Lyon School (if <i>yes</i> , give details)	YES/NO
Please state reasons for applying for the post and what attributes you would be able to contribute:	

EDUCATION DETAILS							Candidates should complete Sections A & B as applicable				
A Secondary school(s) attended			Qualification gained (give subject and grade)			From		To			
B University attended			FT/PT	Degree gained	Class/ Division	Main Subject			Dates		
Professional training including establishment attended and qualification eg PGCE (<i>give dates</i>)			Qualification			From		To			

CURRENT & PREVIOUS EMPLOYMENT (please enter in chronological order, most recent first).

Part-time employment should be clearly indicated as such:

Dates	Post Held	School / College (and address)	Boys / Girls / Mixed	Age Range Taught	Independent / Maintained	Reason for leaving
						Current salary pa: £

State any other subjects you could teach:

PARTICULARS OF NON-TEACHING EMPLOYMENT

Part-time service or unpaid activities should be clearly indicated as such and exact dates given where possible

Employer	From/to	Post held	Reason for leaving

Particulars of short in-service training courses you have attended during the last three years

Date	Length of Course	Details of Course	By whom organised

State any interests in extra curricular activities and pastoral work you may have, including any sport coaching qualifications:

Have you any other special qualifications or interests which are relevant to this application?

HEALTH AND MEDICAL

Do you ever suffer from any medical condition which may prevent you from giving effective, continuous service to The John Lyon School? (If <i>yes</i> give details)	YES/NO
How many days have you been absent from work through illness or injury in the last 12 months?	
On how many occasions?	
Is your ability to perform the job for which you are applying limited in any way? (If <i>yes</i> give details)	YES/NO
Please indicate any special facilities or equipment which would enable you to: <ul style="list-style-type: none">▪ attend an interview▪ to do the job for which you are applying	

REFEREES

Please give names and addresses of two persons from whom confidential references may be obtained. These should include the Headteacher of your current teaching post or, if a newly-qualified teacher, your College Principal/Tutor. Please be advised that we may also contact any of your former employers.

Name	Address (including post code, email address and telephone number, if known)	Position
1.		
2.		

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 DCSF List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council), and

either (please delete as appropriate)

I have no convictions, cautions or bind-overs

or

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

I confirm that the information given in this application for employment including any supporting documents is correct and complete. I understand that false or misleading information will nullify any subsequent contract of employment.

I agree that if my application is successful a CRB check for criminal convictions/actions will be made.

Signed: _____ Date: _____

Please return this form, with your letter of application and cv, by

to:

Head, Miss Katherine Haynes BA MEd NPQH, The John Lyon School, Middle Road, Harrow on the Hill, Middlesex HA2 0HN
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