

**The John Lyon School**

# APPLICATION FOR A TEACHING APPOINTMENT

|  |  |  |  |  |  |  |  |  |  |  |
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| 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 | | | | | | |
| Do you have any relationship to an employee or Governor of The John Lyon School (if yes, give details) | | | | YES/NO | | | | | | |
| Did you see the vacancy advertised?  If YES please state where. If NO how did you find out about the vacancy? | | | | YES / NO | | | | | | |
| Have you ever been dismissed or forced to resign from any previous employment? (if *yes* give details) | | | | YES/NO | | | | | | |
| Have you ever been involved in a disciplinary procedure relating to children? (if *yes* 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 Disclosure & Barring Service 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 would you be available to commence at The John Lyon School? | | |  | | | | | | | |
| 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 *(give dates)* | 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 all subjects that you have experienced teaching, including the level (e.g. KS3, GCSE, A-Level) and duration that you taught them for: | | | | | | |

**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 |
|  |  |  |  |

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| --- |
| **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?** |

## 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. *Please indicate on the application form if you would prefer us not to contact your current employer until later in the recruitment process.*

|  |  |  |
| --- | --- | --- |
| Name | Address (including post code,  email address and telephone number,  if known) | Position |
| ***1.Current Employer Headteacher of***  ***your current teaching post.*** |  |  |
| 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 Barred List / 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 DBS check for criminal convictions/actions will be made.

In accordance with the Data Protection Act 1998, and the General Data Protection Regulation 2018 (EU), I agree that the information I have provided as part of my application will be held for up to six months from the outcome of the recruitment process for legal reasons.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*You are encouraged to submit your application via email. You will be required to sign your application and associated documentation at interview. Application forms should be sent to:*

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

Tel: 020 8515 9434 email: [Recruitment.Academic@johnlyon.org](mailto:Recruitment.Academic@johnlyon.org) website: [www.johnlyon.org](http://www.johnlyon.org)

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