

ST LAWRENCE COLLEGE

(Please complete this form in BLACK ink or typescript as it may be photocopied.)

DOCUMENTATION

Please enclose copies the following documentation, to show that you are allowed to work in the UK, with the completed application form. Original documentation must be submitted should you be called for an interview.

A copy of your passport or birth certificate.

A copy of a recent P60/P45/Wage slip or document showing your National Insurance No.

Please complete all questions and **do not** include a CV. We will be unable to consider you for an interview unless you give all relevant information on this Application Form.

Please return the completed application form to the:

HR Manager, St Lawrence College, College Road, Ramsgate, Kent, CT11 7AE

POST APPLIED FOR:					
TITLE:		SURNAME:		FORENAMES:	
PERMANENT ADDRESS (inc. Post Code)			HOME TEL. NO.: (inc. STD code):		
			WORK TEL. NO.: (inc. STD code):		
			MOBILE NO.:		
			E-MAIL ADDRESS:		
Address to which correspondence should be sent (if different from above) and telephone number:			PREVIOUS SURNAME:		
			NATIONAL INSURANCE NO.:		
			DEPT. FOR EDUCATION REG. NO.:		
EDUCATION DETAILS (Candidates should complete Section B and/or C as applicable)					
A	Schools from the age of 11 (give dates) and examination results			From	To
B	i) University or College (give dates of entering and leaving and whether full or part time)			From	To
	ii) Degree taken	Degree	Pass/Hons	Class/Division	Main Subject
					Date of Award

iii) Professional training following degree course, e.g. PGCE (give dates)		From	To
C i) College of Education (give dates of entering and leaving)		From	To
ii) Details of training (please state age range for which your course was designed)			
iii) Date candidate qualified as a teacher			
iv) Detailed results (if known)			
D Supplementary courses (one term or more) or Advanced Diploma course attended and result		From	To

Particulars of **IN-SERVICE TRAINING** courses you have attended during the last three years

Date	Length of Course	Details of Course	By Whom organised

A covering letter to support your application is required.

All applicants for teaching posts are encouraged to write a covering letter to the Principal outlining, in their own words, their suitability for the particular role at the School and to give an account of how their personal qualities and experience would be of benefit to the College. Please also include any extra curricular strengths which may be relevant to this application.

Please add your covering letter to this application form.

TEACHING EXPERIENCE (please enter in chronological order)

Part-time employment should be clearly indicated.

Date of Appointment	Date of leaving	Status (inc. scale and spinal point of post where appropriate)	School (official name in full)	Gender and number of pupils	Age-Range	Independent/Maintained	Reason for leaving
Present Position							Present Salary

Add an additional sheet if required here

Particulars of NON-TEACHING EMPLOYMENT

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

From	To	Employer	Post held

If there are any gaps in your employment or education history please explain them here	
If appointed, when could you begin employment?	If you are a registered disabled person please give registration number

*Have you ever lived or worked abroad for more than 3 months? **Yes/No** (if yes, please provide details separately)

Safe Recruitment Policy

St Lawrence College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to an enhanced DBS clearance and satisfactory references being obtained.

REFEREES

Please give names and addresses of two persons from whom confidential references may be obtained. These should normally include your present Headteacher or, if a newly-qualified teacher, your College Principal/Tutor. References will not be accepted from relatives or referees writing solely in the capacity of friends.

May we contact your references prior to interview? Reference 1 Yes/No Reference 2 Yes/No

Name	Address (including post code, telephone number & email address)	Position / Relationship
1.		
2.		

NOTES

1. Candidates are reminded that canvassing of members of the School's Governing Body will disqualify their application.
2. Applicants whose qualifications have been obtained outside ENGLAND AND WALES should attach a copy of their letter recognition from the Department of Education and Science.
3. Completed application forms should be submitted together with a covering letter by the published deadline. Guidance for the contents of the covering will be found in the details about the post.

Data Protection Act 1998 - The information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

* Have you ever been convicted of a criminal offence? **Yes/No**

If yes, please forward details (date, offence and sentence etc) with a covering letter, in a sealed envelope marked 'Addressee Only – HR Manager'

** (Answering **Yes** does not necessarily ban you from appointment. If **Yes**, you are required to give details as the post for which you are applying is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended. All convictions, cautions and bind-overs including those regarded as 'spent' must be declared. A subsequent offer of appointment will be dependent upon the completion of a satisfactory Disclosure and Barring Service Check.)*

- I hereby certify that the entries on this form are complete and correct to the best of my knowledge.
- I have not been disqualified from working with children (either directly or by association), am not named on DfES List 99 or the Protection of Children Act List and am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council).
- I agree that if my application is successful a DBS check for criminal convictions/actions will be made.

Signed: _____

Date: _____

01.14 Recruitment