



KING EDWARD VI GRAMMAR SCHOOL

Edward Street,
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Lincolnshire,
LN11 9LL

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Headmaster : MR JAMES LASCELLES

APPLICATION FORM FOR APPOINTMENT OF TEACHING STAFF

PLEASE TYPE OR USE BLACK INK TO FILL IN AS MUCH OF THIS FORM AS POSSIBLE
You may attach a supporting statement giving additional information about yourself and the skills and
experience which are relevant to the position offered.

Application for post of:

Grade or Scale:

SECTION A - General

Name of Applicant - Surname		Previous Surname (if applicable)	
Forename(s)		Title	
National Insurance Number		Nationality <i>(Evidence of permission to work in the UK may be required)</i>	
DCSF Reference Number			
Home Address		Contact Address <i>(if different)</i>	
Telephone: Home		Work	
Mobile No:			
e-mail address:			

SECTION B – Education & Training

Secondary Education					
School / College	Dates		Examinations Taken CSE, O & A, GCSE	Subject and Grade	Date
	From	To			

Further Education						
Names of Colleges / Universities	Dates		Full or P/T	Qualifications Gained		
	From	To		Title & Subject	Class/ Grade	Date

Training courses attended over the last three years			
Title	Organising Body	Date (Month & Year)	Duration

SECTION C – Employment

Present post (if currently in training or unemployed please state this)					
Present Post (job title)		Full or Part Time		Current Salary	
Name and address of employer					
Telephone (incl STD code)		Date appointed to present post			
Outline of main duties /responsibilities					

SECTION C – Teaching

Teaching Qualifications						
Teaching Qualification (Cert Ed/BEd/PGCE)				Date Awarded	Month	Year
Type of Teacher Training (Secondary/Primary/Junior/Infants)		Specialist Subjects		Date probation completed		

Present Teaching Post (if applicable)						
Present Post (title)				Full or Part Time	Grade or Scale	
Name of School						
Address of School						
Telephone (incl STD code)		No. on Roll		Type of School		
Age Range of School		Single sex /mixed		Date appointed to present post		
Age Range taught		Name of Education Authority or Private Institution				
Divisional / Area Office address (where appropriate)						

Previous Teaching Posts Held (Please list in chronological order and be explicit about type of School at time post held)						
Name of Education Authority and Division or Area	Name of School Type of School and Whether Single Sex	Approx No. on Roll	Post Title Grade or Scale Full or Part Time	Age Range Taught	Dates (Month and Year)	
					From	To

SECTION D

Have you ever been convicted of a criminal offence or are you at present the subject of criminal charges?		Y/N	
If yes, give brief details			
<p>In answering this question YOU MUST GIVE DETAILS OF ALL PREVIOUS CONVICTIONS HOWEVER LONG AGO THEY WERE.</p> <p>(Note: The Rehabilitation of Offenders Act 1974 says that you need not normally tell a prospective employer about a previous conviction after a certain length of time has elapsed since the conviction. However, for posts involving work in schools or colleges where the person employed will have access to children under 18 years of age, a prospective employee must reveal all previous convictions).</p>			
We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for.			
Are you, to the best of your knowledge, related to any Governor or Senior Member of Staff?		Y/N	
<i>A candidate who fails to disclose his relationship to a Governor will be disqualified and if appointed will be liable to dismissal</i>			
Give the name, address and status of TWO persons to whom personal reference may be made as to your suitability for the post (one person must be your present employer, or, if not currently in employment, your most recent employer). The second referee should be a person of substance but not a neighbour or relative.			
1.	2.

Tel No	Tel No
email	email
Where did you hear of this post?		When would you be available to start this appointment?	

Signature of Applicant		Date	
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NOTE: *Canvassing, either directly or indirectly, will be a disqualification.*

DATA PROTECTION

The information may be computerised and used for administrative purposes within King Edward VI Grammar School. All personal information computerised by the School has to be registered and may be used or disclosed only as described in the Data Protection Register, which is available for public inspection at main libraries.